



DIFFERENCES BETWEEN A RESUME AND VITA

- A vita is a comprehensive biographical statement. It is usually three or more pages in length and emphasizes an individual's qualifications and activities. Unless a vita is requested, you should send a resume. Organize your vita so that your strongest qualifications stand out when skimmed.
- A vita is often used in the field of higher education and concentrates on academic pursuits, omitting material not directly related to educational background and achievement. It is appropriate for those with advanced degrees who are seeking teaching or research positions.
- A vita should address faculty roles such as: teaching—courses taught and courses developed, research and service as well as professional associations and presentations.
- A resume is usually one or two pages. It is a summary of an individual's personal, educational and work related experience that demonstrates why this person is qualified for a particular position. An individual's strengths and qualifications are the focus of a resume. Basically, it summarizes the educational preparation and any experience relevant to one's career objective.

PURPOSES OF A VITA

- Locate or change positions
- Update personnel records
- Respond to public announcements
- Re-enter the labor market
- Provide information for professional activities

Besides serving as a job search tool, your vita may be used in the following ways:

- A supporting document with a grant or contract funding proposal
- Requirement for annual review by your employer
- Requirement during application process for membership in a professional organization
- Background statement for an introduction to an important convention presentation
- May accompany a portfolio

HOW TO GET STARTED ON YOUR VITA

Begin your vita preparation by brainstorming. List everything that you can imagine that could be included—both your educational and professional history—being careful not to overlook anything. Once you feel you have covered everything, you will decide

what to include and what to exclude. Write a draft and experiment with format and relevant information.

Depending on your reader, your vita will change somewhat. It is important to keep up-to-date information on hand so you may adapt your vita to fit various needs. It is suggested that you update your information at least once a year, preferably monthly. It is essential to consider the following when putting together a resume or vita:

- Clarity: Make your presentation clear and concise.
- Consistency: Do not mix categories or dates.
- Conciseness: Summarize and highlight. Do not pad.

A vita should not include: sex, age, height, weight, marital status, dependents, race, ethnic background or religion.

FORM AND STYLE

Although there are no set rules or prescribed formats for a vita, below are some simple suggestions to follow when putting together a vita:

Style: Short phrases, action verbs, succinct word choices

Paper: 8/12" x 11," 20 lb. weight and 25% rag content, white or light-colored paper

Margins: ½" x 1

Typing: Error free

Ink: Black

Photos: Cannot be required and should not be used

Name: Should appear on each page of your vita

OUTSIDE READERS/CRITICS

Have people proof your vita. Personnel reviewers spend less than one minute reviewing a resume or vita. Impressions are formed quickly. Here are several suggestions for selecting proof readers:

- A professional who knows you well enough to spot any significant information you may have left out.
- A professional person who does not know you well and will read critically (Important choice since most of your readers will fall into this category).
- A hiring personnel officer you know.
- A career counselor from CDS.

Resources: www.sc.edu/career/pdf/vita.pdf. Viewed 4/13/04.

Demystifying the Vita, by R. Anthony and G. Roe
Developing a Professional Vita or Resume, by C. McDaniel
The Academic Job Search Handbook, by M. Heiberger and J. Vick
Writing a Vita, by Rector and Vistors, University of Virginia

SUGGESTED TOPICS FOR CV HEADINGS

Academic Preparation
Academic Background
Education
Educational Background
Educational Overview
Professional Studies
Degrees
Principal Teachers
Thesis
Master's Project
Comprehensive Areas
Dissertation
Dissertation Title

Professional Competencies
Professional Highlights
Course Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Experience
Concentration in Graduate Study

Professional Experience
Professional Overview
Professional Background
Teaching Experience
Experience Summary
Experience Highlights
Research Experience
Administrative Experience
Consulting Experience
Related Experiences
Distinctions
Academic Service
Professional Service
Faculty Leadership
Committee Leadership
Departmental Leadership
Professional Activities

Scholarly Presentations
Conference Presentations
Convention Addresses
Workshop Presentations
Programs and Workshops
Conference Participation
Conference Leadership
Recommendations
Memberships

Affiliations
Professional Memberships
Memberships in Scholarly Societies
Professional Organizations

Professional Certification
Certificates
Licensure
Special Training
Teaching Interests
Academic Interests
Research Interests
Educational Interests
Professional Interests

Scholarships
Fellowships
Academic Awards
Internships
Teaching/Research Assistantships
Graduate Fieldwork
Graduate Practica

Publications
Scholarly Publications
Scholarly Works
Books
Professional Papers
Articles/Monographs
Reviews
Exhibits/Exhibitions
Arrangements/Scores
Performances
Academic Accomplishments
Special Honors

Activities and Distinctions
Honors and Awards
Prizes
College Activities

Foreign Studies
Travel Abroad
Languages
Language Competencies

Dossier
Credentials
Placement File
References