

Vita, Curriculum Vitae (CV) Preparation

Differences between a Resume and Vita

- ❑ Vita is a comprehensive biographical statement. It is generally three or more pages in length and emphasizes an individual's qualifications and activities. Unless a **Vita** is requested, you should send a resume.
- ❑ A **Vita** is most 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 Ph.D.'s, M.F.A.'s and M.S.'s seeking teaching or research positions.
- ❑ A **resume** is usually one or two pages. It is a summary of the highlights of an individual's personal, educational and work related experiences that demonstrate 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

A **Vita** has many purposes:

- ❑ Locate or change positions
- ❑ Update personnel records
- ❑ Re-enter the labor market
- ❑ Provide information for professional activities

Besides serving as a job search tool, your **Vita** is useful in other 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.

Getting Started:

Begin your Vita preparation by brainstorming. List everything that you can imagine 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 new situations. It is suggested that you update your information at least once a year, preferably monthly.

The following are essential when putting together a resume or Vita:

- ❑ Consistency: do not mix categories and dates
- ❑ Clarity: make your presentation clear and concise
- ❑ Conciseness: summarize and highlights.

Tips:

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.

Outside Readers/Critics:

Have people proof your **Vita**. Reviewers form impressions quickly. Several suggestions for selecting proofreaders include:

- ❑ A professional person 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
- ❑ A hiring personnel officer you know

Things to include:

Academic Preparation	Education	Master's Project
Thesis	Dissertation	Principal Teachers
Scholarly Works	Teaching Experience	Publications
Languages	Honors and Awards	Foreign Study
Related Experience	Conferences	Grants Awarded
Memberships	Committees	Fellowships
Service	Special Training	Certificates
Academic Accomplishments	Special Honors	Licensure
Programs and workshops	College Activities	Consulting Experience
Professional Organizations	Academic Awards	Administrative Experience
Educational Interests	Research	Special Skills
Credentials	Travel	Works in Progress

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Education

- May, 2003 **Ph.D. in Biological Science**, University of Delaware, Newark, DE
Dissertation: Impact of Blood Transfusion Therapies on Renal Activity
Thesis Advisor: Jane Telford, PhD.
- May, 1995 **Bachelor of Science in Microbiology**, Boston College, Boston, MA
Cum Laude

Research Experience

- 2002 **Research Fellow**, Renal Research Laboratory
National Institute of Diabetes and Digestive Kidney diseases
 Identified mutations in proteins as definers of potential mutation to phenotype processes
- June, 1999-April 2002 **Research Associate**, Kidney Transplant Unit
National Institutes of Health, Bethesda, MD
 Studied halogenated hydrocarbons and their role in post-transplantation
- July, 1998-1999 **Research Assistant**, Pediatric Nephrology Unit
University of Pennsylvania Hospital, Philadelphia, PA
 Assessed pulmonary flow as a predictor of renal function.

Teaching Experience

- September, 2001-
May, 2002 **Biology Instructor**, Biology 119, 203
University of Delaware, Newark, DE
 Taught four sections of introductory and intermediate biology
- January-May **Teaching Assistant**, Chemistry 120
Boston College, Boston, MA

Honors and Awards

- 2002 Summer Research Fellow, National Institute of Health
- 2000-present Jefferson Dissertation Fellowship, University of Delaware
- 1999 Outstanding Young Researcher, National Nephrology Institute
- 1997 Glen D. Anderson Award for Research on Pediatric Nephrology

Publications

- “These are Your Kidneys,” *Journal of Nephrology*, Volume I, May, 2001
“Excretion Directives,” *Kidney Placement*, Volume II, March, 2000

Skills

Microsoft Office (Word, PowerPoint, Access, Excel), HTML, SAS, Adobe PrintShop, Lotus I, II, III.
Fluent in German and Hungarian

S. Sample, page 2

International Experience

2002	Travel to Greece, Turkey, Morocco, Tunisia and Indonesia
2000	Travel in France, Germany, and Italy
1999	Travel to South Africa, Egypt and Ethiopia
1994	Junior Year Abroad- Australia

Memberships

American Nephrology Association
Toastmasters
Cosmopolitan Club

Hobbies

Raising and showing award winning Golden Retrievers
Hydroponics

Community Service

2000-present	Volunteer in Faith Church Soup Kitchen during winter months
1995-present	Fundraiser for American Diabetes Association

References

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