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# The Curriculum Vitae

## Differences Between a Curriculum Vitae (CV) and Resume

- A CV (also known as 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 Ph.D.'s, M.F.A.'s and M.A.'s seeking teaching or research positions. A vita should address faculty roles such as teaching courses taught and 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

A vita has many purposes: locate or change positions, update personnel records, respond to public announcements, re-enter labor market, or provide information for professional activities. Besides serving as a job search tool, your vita is useful in other ways such as 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, and 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 fit various needs. It is suggested that you update your information at least once a year, preferably monthly.

Essential when putting together a resume or vita:

- Clarity: make your presentation clear and concise
- Consistency: do not mix categories and dates
- Conciseness: summarize and highlight. Do not pad
- Should not include: photos, 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: 8.5 x 11 inch, 20 lb weight and 25% rag content, white or light-colored
- Margins: 1 x 1.5 inches
- Ink: Black
- Name: should appear on each page of your vita

## Outside Readers/Critics

It's a really good idea to ask several people to proof your vita. Personnel reviewers spend less than one minute reviewing a resume or vita and impressions are formed quickly. Here are a few second pairs of eyes you should ask to review your vita:

- A professional who knows you well enough to spot any significant information you may have left out.
- A professional who does not know you well and will read critically (important choice since most of your readers will be of this nature).
- A hiring personnel officer you know.

## Things to include

Academic Accomplishments	Credentials	Principal Teachers
Academic Awards	Dissertation or Thesis	Professional Competencies
Academic Preparation	Education	Professional Organizations
Administrative Experience	Educational Interests	Professional Service
Affiliations/Memberships	Fellowships	Programs and Workshops
Areas of Knowledge	Foreign Study	Publications
Articles/Books	Grants Awarded	Related Experience
Certificates	Honors and Awards	Research Interests
College Activities	Internships	Scholarly Works
Committee Leadership	Languages	Special Honors
Conference Workshops	Licensure	Special Training
Consulting Experience	Master's Project	Teaching Experience

## Additional Resources

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

**Source of Handout Information:** The University of South Carolina Career Center