

Building an accomplished CURRICULUM VITA

HEGI FAMILY CAREER DEVELOPMENT CENTER

A Curriculum Vita is your marketing tool. It is created for the purpose of pursuing your career and educational goals.

Your Vita should thoroughly describe your experiences and accomplishments in a way that best demonstrates your qualifications for the type of position you are seeking.

In developing a Vita you should:

- ◆ Remember that Vitae vary in format and style—choose one that suits you and emphasizes your knowledge, skills, strengths, and abilities.
- ◆ Pay careful attention to spelling, punctuation, grammar and style.
- ◆ Organize information in a logical fashion.
- ◆ Keep descriptions clear and thorough, yet concise.
- ◆ Use a simple, easy-to-read font.
- ◆ Clearly number pages, with your name at the top of each. Do not print pages back-to-back.
- ◆ Use good-quality white or off-white bond paper.

FIRST THINGS FIRST: WHAT IS A CURRICULUM VITA?

The word ‘vitae’ is derived from the Latin language meaning “life.” Thus, the purpose of completing ‘vitae’ are to describe people’s lives, their “courses of life, your “course of life,” their professional lives. The singular form of the term is “vita.”

WHEN WOULD I USE A CURRICULUM VITA?

If you are seeking a faculty, research, clinical, or scientific position, you will need a Curriculum Vita. You may also want to consider this format when in the fields of healthcare, athletic training, education, social work, counseling, psychology, philosophy, anthropology, journalism, or other areas where you may have participated in various applied, “hands-on” experience and training opportunities related to your major field of interest.

A vita can range from 2 to 12 pages or more, depending on experience, and offers an in-depth look into any and all professional experiences you care to relate to the position you are seeking. For example: Education, Awards and Fellowships, Teaching Experience, Research Experience, Computer/Technical Skills, Honors, Professional Activities, Presentations, Publications, Professional Memberships, Travel/Cultural Experiences, and others.

You should begin with a heading that includes your name, address, telephone number, and Email address. If you plan to move, be sure to provide a way for employers to reach you, such as a family member’s address. If your Email account was established through the university, make sure you set up an account that will remain active after you leave school (Always choose an Email address that appears professional).

WHAT HAVE YOU LEARNED?

You’ll need a section for your education that highlights the knowledge you have acquired through your university preparation and professional and educational experiences. At a minimum, the Education section should include your university, your degree and major, and when your degree was earned or is expected, as well as any certifications or credentials you have earned or expect to earn. Other education-related information which can be included is: GPA, academic minor (or second major), and related coursework (remember to include those courses in which your potential employer will be most interested).

WHAT HAVE YOU DONE?

Your Experience section is key and it usually is listed directly following Education. Whatever order you choose for your Vita, you should use the Experience section to highlight your work-related accomplishments, whether they are paid or unpaid.

Emphasize the areas related to the position you are seeking. For example, if you are applying to work in a hospital setting, you may identify a section called “Clinical Experience” or “Hospital Experience.” Quantify and qualify what you did – for example, in a clinical position, such as a Physician’s Assistant, include how many rotations you completed. You can also include experience gained through participation in organizations and associations in a “Professional Memberships” section, or “Committee and Administrative Experience” section, as long as you can relate the experience to the job for which you are applying.

New job seekers usually begin the Curriculum Vita with academic preparation, which draws attention to the degree. An experienced job seeker, however, can begin with experience and place the educational preparation somewhere else.

Prioritize your top skills or experience to be presented in the first or uppermost section of your Vita.

Distinguish between kinds of experience. For example, academic appointments, hospital or clinical, and/or professional experiences.

Due to the length of the Vita, preparing one that is not boring or that buries information can be a challenge.

Sections to include:

- . Name, address, phone number, email
- . Educational background
- . Licensures, certifications
- . Awards & fellowships
- . Teaching experience
- . Professional experience
- . Hospital or clinical experiences
- . Postdoctoral training
- . Publications, presentations
- . Current research interests
- . Grants received
- . Professional memberships, services
- . Languages
- . Travel

Catherine Jones

25 Mockingbird Ln.
Dallas, Texas 75275
512-555-1234
catherine.jones@aol.com

EDUCATION

Ph.D in American History, 2001

Columbia University, New York, New York
Dissertation: "Politics in Working-Class Los Angeles"
Honors: Dissertation passed "With Distinction"

M.A. in American History, 1996

Columbia University, New York, New York
Master's Thesis: "The Use of Video in Presidential Campaigns"

B.A. in History and Journalism, 1994

Southern Methodist University, Dallas, Texas
Undergraduate Honors Thesis: "Rhetoric of the Clinton Campaign"

AWARDS AND FELLOWSHIPS

Postdoctoral Fellowship , Columbia University	2001-2002
Matriculation and Facilities Fellowship , Columbia University	1998-2000
Gloss Travel Grant , Jayne State University	1998
Interdisciplinary Fellowship , Columbia University	1996-1997
President's Fellowships , Columbia University	1994-1996
Richard Hofstadter Fellowship , Columbia University	1994-1995

TEACHING EXPERIENCE (or PROFESSIONAL EXPERIENCE)

Lecturer , Columbia University, New York, NY	1999-2001
Taught the course "Early American History." Formulated course structure and requirements, lectured, administered grades. Teaching of course prompted nomination for Fleestone Gripey Excellence in Instruction Award	
Adjunct Instructor , Columbia University, New York, NY	1996-1997
Taught the course "US History to 1900." Devised syllabus, lectured and administered grades. Served as undergraduate advisor for History Honors Program	
Teaching Assistant , Columbia University, New York, NY	1996-1998
Assisted Prof. Chris Columbus in his course, "The United States in 1945." Helped create curriculum, composed exams and term paper assignments, led weekly discussion sessions, graded all written work and determined final grades.	

Catherine JonesPage 2**RESEARCH EXPERIENCE (or RELATED EXPERIENCE)**

Columbia University, New York, NY 2001-Present
Postdoctoral Fellow: "The history of the working class in the United States from 1900-1940." Results will be published in three journal articles.

New York Historical Society, New York, NY 1997-2000
Researcher: Conducted basic historical research. Selected writers. Assisted in formulating entry lists.

PUBLICATIONS/PAPERS

"Class Conflict in San Francisco in the 1920s." Paper presented at the Annual Meeting of Association of Geographers. San Francisco, Calif., March 2000.

"Working Class in Los Angeles in the 1920s." Paper presented at Los Angeles History Research Group. San Marino, Calif., November 1999.

Jones, C. "Alcoholism in America." Report prepared for the National Institute on Alcohol Abuse and Alcoholism. Los Alamitos, Calif., October 1998.

"An Analysis of the Recent Presidential Campaigns." Paper presented at the Conference on the Presidency. Erie, Pa., April 1993.

PRESENTATIONS

"The Long-term Effects of Alcoholism in American Society" Presented at the 20th Annual Southwest History Association, January 23, 1994.

"The History of Journalism" Presented at Southwest Association for New Journalists, March 5, 1991.

LANGUAGES

Reading and basic speaking competence in French, Spanish, and modern Greek.

COMPUTER/TECHNICAL SKILLS

Statistical Analysis Programs and PC and Macintosh programs.

PROFESSIONAL MEMBERSHIPS

American Historical Association
 Organization of American Historians
 Western Association of Women Historians

PROFESSIONAL SERVICES

Board of Advisors for Student Development
 Vice-President for Austin Community Affairs

TRAVEL/CULTURAL EXPERIENCES

Taught History to 6th-grade students in the Caribbean for three months.

Do not include papers submitted or in preparation unless they have been accepted, in which case indicate "in press." Follow appropriate documentation guidelines for articles, books chapters, presentations, etc.

Be specific when describing your experiences. For example: *Worked with employees in a residential setting.* Instead you may say: "Recruited, hired, trained and supervised more than 20 employees for a residential, for-profit agency." This is more likely to grab an employer's attention.

Tailor your Vita to each position you are applying for, whether it be an application to graduate school, or a full-time teaching position. Avoid attempting to create a one-size-fits-all Vita to send to all employers. They expect your Vita to state how you might fit a position with that organization.

Consider your Vita as a work in progress, updating it to better suit your current situation. Have more than one person review it.

There is not one exact Vita format. Choose a style that fits you. Use this as a guide, remembering that there is no "right" or "wrong" way to create a Vita.

