

Curriculum Vitae

Typical vita categories or headings may include some or all of the following:

Personal/Contact Information

- name
- address
- phone number(s)
- email

Academic Background

- postgraduate work and institution
- graduate work/degree(s), major/minors, thesis/dissertation titles, honors and institution
- undergraduate degree(s), majors/minors, honors and institution

Professional Licenses/Certifications

Academic/Teaching Experience

- courses taught, courses introduced
- innovation in teaching
- teaching evaluations

Technical and Specialized Skills

Related/Other Experience

- other work experience

Professional/Academic Honors and Awards

Professional Development

- conferences/workshops attended, other activities

Research/Scholarly Activities

- journal articles and if peer reviewed, refereed or not
- conference proceedings
- books
- chapters in books
- magazine articles
- papers presented/workshops
- e-zine articles
- work currently under submission
- work in progress

Grants

Service

- academic
- professional
- community

Academic/Research Interests

Affiliations/Memberships

Foreign Language Abilities/Skills

Consulting

Volunteer Work

References (may or may not be included, depending upon intent of the vita)

For successive pages, use a running head and number pages.

No typos allowed!

Résumé: a résumé is typically a short (usually one or two page) document, used primarily for the purpose of obtaining an interview when seeking employment, and therefore contains only experience directly relevant to a particular position. Many résumés use precise keywords that the potential new employers are looking for, are self-aggrandizing, and contain many action words.