

Writing a Vita

Draft due October 15

Final Due October 29

The following information is provided to you to help you understand and start writing your curriculum vita (CV). After reading the information below, your assignment is to start your vita. You may or may not have information for all of the sections listed, but don't worry, every vita is different.

Assignment

Use the information and sample format below to develop a Vita. You can start with the resume you needed to provide with your McNair application and add to it as necessary.

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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 an assistantship, 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. Use an address you have easy access to in case you are sent time sensitive material. 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: 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.

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.
- Be simple and consistent with formatting.
- 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.

Sections to Include

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

WORDS THAT MAKE A DIFFERENCE

When describing your experiences, action verbs should begin each statement. Try these:

achieved	established	maintained	streamlined
added	evaluated	managed	supervised
coordinated	expanded	organized	trained
created	generated	performed	utilized
designed	identified	planned	verified
developed	increased	reduced	worked
eliminated	initiated	saved	wrote

When reporting your accomplishments, use superlatives and other dynamic words. Here are a few:

first	only	most	highest	best
achieved	expanded	pioneered	completed	improved
reduced	resolved	restored	spearheaded	surpassed
transformed	won	overhauled	initiated	revitalized

Be concise and impressive! Don’t be afraid to highlight your accomplishments!

Full Name
Professional mailing address, phone number, and E-mail address
Home address and phone number

Education

List degrees

If no degrees earned yet, list the degree you are currently working on and expected graduation date

Employment History

List chronologically, starting with current, or most recent position

Teaching Activities

List any teaching experience you may have (TA work, mentoring, tutoring, etc.)

If none, omit this section

Scholarship and Research

List any research grants that you helped secure, or worked with

Granting agency

Identifying number

Title of project or grant

Dates of entire award period

Amount of award

Role in the project

Publications

List in chronological order

If none, omit this section

Presentations

List any research related presentations

May include McNair related presentations

Honors and Awards

Name of award and/or awarding institution

Professional Societies

List membership on professional and honor societies

Professional Service

List any community or public service

Certifications

List any certifications you may have
If none, omit this section