



Vita, Curriculum Vitae or C.V.

What is a Vita, Curriculum Vitae or C.V.?

When discussing a curriculum vitae (CV), the question often arises, "What is the difference between a vita and a resume." Though these two terms are not the same, many attempts to distinguish between them have not been completely successful and are subject to personal opinions and biases.

- A resume is usually a one to two page summary of an individual's personal, educational and work related experience that demonstrates why a person is qualified for a particular job position.
- A Vita is a comprehensive biographical statement that can include more detailed information regarding professional experience, such as earned degrees, teaching and research experience, publications, presentations, and other related activities. CVs are usually three or more pages in length.

The easiest way to grasp the definition of a CV is, perhaps, by understanding that a vita is a special type of resume traditionally used within the academic community.

When Should I Use a CV?

The main and most obvious use for a vita is conducting a successful job search. A well written CV is essential for portraying a professional image and showing a strong fit. Vita's may also be used in a variety of other areas as well, including:

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| Merit/Tenure Reviews | Leadership Roles, Awards, or Special Recognitions |
| Grant Applications | Speaking Engagements |
| Sabbatical or Fellowship Opportunities | Consulting Projects |
| Publishing Projects | |

What Things Should I Include On My Vita?

The idea that there is one correct and proper format for a vita is a persistent myth. Design your curriculum vitae to emphasize your strengths and achievements. Realize that many things can go on this document. The following is a list of information to consider including when developing your CV:

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

Sources.

Resources in the Career Services Library that were used for this handout:

- Curriculum Vitae Handbook*, by R. Anthony and G. Roe
- How to Prepare Your Curriculum Vitae*, by Acy Jackson

Remember to contact the Career Services Office if you are unsure what information to put on your CV, or whether a CV is even right for you.

USCA Career Services Office
Administration Building, Room 107 ~ Phone: (803) 641-3440 Fax: (803) 641-3652
<http://www.usca.sc.edu/careers>

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