

# Vita or Curriculum Vitae (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:

Merit/Tenure Reviews  
Grant Applications  
Sabbatical or Fellowship Opportunities  
Publishing Projects

Leadership Roles, Awards, or Special Recognitions  
Speaking Engagements  
Consulting 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:

Academic Preparation  
Academic Accomplishments  
Master’s Project  
Professional Competencies  
Affiliations/Memberships  
Programs and Workshops  
Professional Organizations  
Administrative Experience  
Committee Leadership  
Consulting Experience  
Grants Awarded

Academic Awards  
Teaching Experience  
Related Experience  
Scholarly Works  
Conference Workshops  
Areas of Knowledge  
Honors and Awards  
Educational Interests  
Professional Service  
Research Interests  
Articles/Books

Education  
Thesis  
Languages  
Dissertation  
Certificates  
Publications  
Internships  
Fellowships  
Licensure  
Credentials  
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.**

**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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