

ARKANSAS STATE UNIVERSITY
Chickasaw, Room 303 – P.O. Box 2490
State University, AR 72467-2490
870-972-3025
<http://careers.astate.edu>

VITA GUIDE

CREATING A PROFESSIONAL VITA	2
WORKSHEET	3
CHECKLIST	5
Vita Sample (Baum)	6

CREATING A PROFESSIONAL VITA

What is a vita?

Vita, or Curriculum vitae [life, my life]

An expanded resume type document that conveys your goal supported by academic preparation, academic and professional work experiences, and professional achievement in a productive marketing document.

Purpose of your vita:

Support your career objective statement and give a historical account of your development.

Vita or Resume? Which do you need?

A vita shows some historical perspective of the candidate's development. A resume does not show history, it adheres strictly to ability. A vita includes teaching experiences as well as education attained. A resume includes only education attained. A vita includes professional presentations, publications, memberships, and offices. A resume includes no publications or presentations.

Major categories:

Identification, Objective, Education, Dissertation and/or Thesis topics/research, Professional Experience, Additional Experience, Presentations, Publications, Professional Memberships, Achievements.

Tailoring your vita...

Treat different opportunities or markets differently. Tailor/customize your vita for each setting or opportunity. Targeting two or more areas for employment? Use two versions of vita, e.g. university teaching or community college:

Development of a community college vita would include such important information as teaching interest and experience, generalist qualifications, relevant academic preparation (courses) and certifications, attendance at community college, student contact (at lower class levels) etc. rather than research experience and interests, graduate specialization and thesis or dissertation topics.

Vita critique:

Have someone with similar experiences, who has achieved your goal, critique your vita. Some Career Services Center professionals are capable of editing this document. Many higher education faculty are capable of providing useful assistance.

Preparation: Do not use a "resume service"

Layout: Logical with strength conveyed first.

Production: Laser or inkjet printed on quality paper.

WORKSHEET

Personal Information:

Name
Address
Telephone #
Email

Educational Information *(Begin with most recent)*

Highest (most recent) Degree, Date
Institution, Location
Major
Special Honors
Other training, certificates

Degree, Date
Institution, Location
Major
Special Honors
Other training, certificates

Degree, Date
Institution, Location
Major
Special Honors
Other training, certificates

Employment Information *(Begin with most recent, may shift to most important for vita)*

Format to use:
Position, Employer, Location
Responsibilities and Accomplishments
Date(s)

Special Competencies (teaching areas, artistic talents, organizational skills, supervisory skills, speaking skills, sales skills, proposal writing/fund raising skills etc.)

Certification or License Status with numbers and dates issued

Military Experience (Branch of Service, Highest rank attained, Total number years service with key dates, special schools attended)

Additional Experience

Other employment not within the field.
Format to use:
Position, Employer, Location
Responsibilities and Accomplishments
Date(s)

Professional Development

Professional memberships and offices (Associations, offices, dates)
Civic involvement
Volunteer Activities
Foreign Languages - written and spoken skills plus travel

Publications

Creative professional activities (refereed articles, books, reports, copyrights, patents, etc.)

Presentations

National, regional, or state meetings where you have been a seminar or keynote speaker.

Grants

Funded research grants

Achievements

Awards and Honors
Special Interests and Notes

CHECKLIST

Conceptual/Concrete

- Purpose unclear?
- Strengths unclear or not prominently placed?
- Information crucial to understanding missing?

Complete

- Key items or sections missing?
- Relevant categories not adequately covered?
- Supporting detail not provided?

Clear

- Organization lacking?
- Confusing entries?
- Foggy or inappropriate readability levels?

Consistent

- Mixed styles?
- Sequences out of order?
- Unevenness?

Concise

- Too long?
- Padding?
- Double entries (redundancy)?

Current

- Out of date entries?
- Key dates missing?
- Recent activities/accomplishments missing?

Considered

- Reviewed by professional colleague?
- Reviewed by employing official?
- Reviewed by good editor?

Correct

- Error free?
- Professionally prepared?
- Clearly duplicated?

JAMES M. BAUM, Ed.D.

203 Market Street
Westerville, IL 60115
(815) 753-9999
jbaum@hotmail.com

OBJECTIVE

A position as Department Chair of Elementary Education within a teacher preparation program in a College of Education.

EDUCATION

Doctor of Education in Curriculum and Supervision, May 2005
Vanderbilt University, Nashville, Tennessee

Master of Science in Education, June 2001
Northern Illinois University, DeKalb, Illinois

Bachelor of Arts in History and English, June 1999
Santa Clara University, Santa Clara, California

TEACHING EXPERIENCE

Instructor, Department of Curriculum and Instruction, Northern Illinois University, DeKalb, Illinois, 1989-Present.

Develop and teach undergraduate elementary education courses including methods of Social Studies and Language Arts. Supervise early clinical experiences and senior student teaching with accompanying seminar. Serve on the Undergraduate Teacher Education Committee planning a model for a field based teacher education program. Completed an assessment of bilingual and multi-cultural materials. Conduct in-service workshops in local districts on affective education.

Elementary Educator, Kensey School, Elgin Public Schools, Elgin, Illinois, 1985-1989.

Managed all aspects of the curriculum in teaching third grade. Emphasized creative writing in conjunction with social studies and science units. Conducted the after school sports program. Served as representative for the Gifted Education program.

Junior High Educator, St. John's School, Elgin, Illinois, 1983-1985.

Taught sixth, seventh, and eighth grade Social Studies as well as sixth grade reading. Coached the eighth grade boys basketball team.

CONSULTING EXPERIENCE

Facilitator, Graduate Seminar for Elementary Education, Northern Illinois University, DeKalb, Illinois, April, 1992.

Workshop Leader, Human Development Program/Magic Circle, Mercyhurst College, Erie, Pennsylvania, July, 1991.

ADDITIONAL EXPERIENCE

VISTA Volunteer, Kane County Community Action Agency, Elgin, Illinois, 1981-1982.

Served as community organizer. Worked in housing projects and assisted residents in setting up recreational youth program. Solicited funding, coordinated agency activities, and established citizens' committee.

Chairperson, Elgin Human Relations Commission, Elgin, Illinois, 1986-1989.

Assisted city manager in developing an affirmative action plan for the city of Elgin. Rewrote city ordinance on Human Relations.

Director of Summer Parks Program, City of Elgin Parks, Elgin, Illinois, Summer 1983.

Designed, implemented and supervised eight-week summer parks program. Directed a staff of twenty playground leaders.

PRESENTATIONS

"The State and Art of Affective Education." ATE Regional Clinic, Southern Illinois University, Carbondale, Illinois, June 1992.

"Democracy in the Classroom: A Working Model." Triple I Conference, Chicago, Illinois, March 1991.

PUBLICATIONS

Baum, J. (1991). Processing the Affective Needs of Pre-Service Teachers. Thresholds in Education, 16(8), 57-59.

Baum, J. (1990). Enhancing the Curriculum in Elementary Education. Education Week, 23(3), 14-17.