

**CATEGORIES  
APPROPRIATE FOR THE VITA**

Academic Preparation	Internships	Memberships
Academic Training	Teaching/Research Assistantships	Affiliations
Education	Graduate Fieldwork	Professional
Educational Background	Graduate Practica	Memberships
Educational Overview	Professional Achievements	Scholarly Societies
Professional Studies	Career Achievements	
Degrees	Career Highlights	Professional
Principal Teachers	Background	Certification
		Certificates
Thesis	Publications	Licensure
Master's Project	Scholarly Works	Special Training
Comprehensive Areas	Books	Endorsements
Dissertation	Professional Papers	
Dissertation Title	Articles/Monographs/Reviews	Teaching Interests
	Exhibits/Exhibitions	Academic Interests
Professional Competencies	Arrangements/Scores	Research Interests
Educational Highlights		Education Interests
Course Highlights	Academic Service	Professional Interests
Proficiencies	Professional Service	
Areas of Knowledge	University Involvement	Scholarships
Areas of Expertise	Faculty Leadership	Fellowships
Areas of Experience	Committee Leadership	Academic Awards
Areas of Concentration	Departmental Leadership	Special Honors
	Professional Association Leadership and Activities	Distinctions
Professional Experience		College Distinctions
Professional Overview	Scholarly Presentations	Honors and Distinctions
Professional Background	Conference Presentations	Honors and Awards
Teaching Experience	Convention Addresses	Prizes
Teaching Overview	Workshop Presentations	College Activities
Experience Summary	Workshops and Conventions	
Experience Highlights	Programs and Workshops	International Study
Research Experience	Conferences Attended	Study Abroad
Research Overview	Conference Participation	Travel Abroad
Administrative Experience	Conference Leadership	Languages
Consulting Experience		Language Competency
		Dossier
		Credentials
		Placement File
		References
		Recommendations

Source: **Finding a Job in Your Field: A Handbook for Ph.D.'s and M.A.'s.** R. Anthony & G. Roe. Princeton, NJ: Peterson's Guides, 1984.