

RECOMMENDED VITAE COMPONENTS

- I. Heading: Personal Information, Name
 1. Office: Address, Phone, Fax, E-mail
 2. Home: Address, Phone, Fax, E-mail

- II. Educational Background
 1. Institute
 2. Degree (If no degree, indicate course(s) taken, summarize by college attended)
 3. Date

- III. Additional Formal Education/Professional Development/Workshops (list each separately)
 1. Program Title
 2. Sponsoring Organization
 3. CEU=s (if applicable)
 4. Date

- IV. Professional Experience in Education (list current, then prior in order of most recent)
 1. Institution
 2. Position
 3. Dates

- V. Other Professional Experience
 1. Institution/Organization
 2. Position
 3. Dates

- VI. Professional Memberships and Offices Held
 1. Organization
 2. Position Held
 3. Dates

- VII. Community/Civic Activities and Offices Held
 1. Organization
 2. Position Held
 3. Dates

- VIII. Publications
 1. Title
 2. Periodical or Publisher

3. Date

- IX. Conference Presentations
 - 1. Conference title and location
 - 2. Sponsoring Organization
 - 3. Date

- X. Honors, Recognitions and Awards
 - 1. Name
 - 2. Awarding Organization/Institution
 - 3. Activity Recognized
 - 4. Date

- XI. Department Activities at (Name of City College):
 - 1. Committee or Project
 - 2. Date

- XII. College-wide Activities at (Name of City College):
 - 1. Committee, Activity or Project
 - 2. Date

- XIII. District Activities at City Colleges of Chicago
 - 1. Committee, Activity or Project
 - 2. Date

- XIV. Activities While at Other Colleges
 - 1. Committee, College, Activity or Project
 - 2. Date

- XV. Signature and Date