

## **Application Vitae for DNP Applicants University of Kansas School of Nursing**

The purpose of the Application Vitae (AV) is to provide you with an opportunity to describe your educational and experiential background as completely as possible. The AV format is slight different from the traditional résumé or curriculum vitae. Please follow the format outlined below in designing your application vita. Include categories as they are applicable to you.

### **Format**

Paper: 8 ½” by 11”; White paper with black ink (needs to copy and fax well)

Font: 11 or 12 point

Heading: Name, address, phone number(s), email address.

For any publications or presentations, please include the complete citation.

### **Education**

For each degree earned, please indicate degree, major/specialty, grade point average, institution awarding degree, and location of institution.

### **Certification/Licensure**

List each type of certification and/or licensure that is currently active. Include state and expiration date, as applicable. Examples: ARNP licensure, specialty certification, etc.

### **Work Experience**

Beginning with your present position and working backwards, please indicate each position by title, employer with city/state, and month/years of employment. Include brief descriptions of your duties in those positions.

### **Goals**

Briefly describe your educational and career goals, describing how your educational goals will help you attain your career goals. Include your general and specific goals (e.g., practice, teaching, and research).

### **Clinical Leadership**

Describe your leadership and/or project development in the clinical area. Examples of work in this area include serving as a preceptor; clinically-related grant or proposal writing; development of an innovation in patient care; staff development or continuing nursing education presentations; public presentation of, publication of, or consultation related to clinical activities; development of audio, visual or web materials; and service on clinical committees. If you question whether to include a project, include it.

### **Leadership, Organizational Participation and/or Community Involvement**

List professional, community and student organizations in which you have served, or are/have been a member. Specify membership, committee involvement and any offices held.

### **Clinical Interests**

Describe as specifically as possible your topical interests in the clinical area, particularly those that may require an evidence-based answer.

### **Scholarship/Research**

- A. Describe the scope of your participation in scholarship/research (if any). Consider the following areas when developing this section: master's thesis or project, research assistant work, grant or proposal writing, research project implementation and/or consultation. For each item indicate the role that you played (investigator, project director, team member, etc.). Include the name of your mentor, if applicable.
- B. List any public presentations and/or publications related to your area of expertise. Indicate whether the presentations or publications were national, regional, state, local or agency-level. Poster presentations of research should be included here as well.

### **Awards/Honors**

List any awards and honors you have received. These may be work-related, educationally related, or community-service related.

### **Questions?**

If you have questions or concerns about the Application Vitae, please call or email us at: