

Curriculum Vitae Tip Sheet

Know your audience

- Follow your institution's guidelines or suggested format
- Consider the mission and goals of the institution
 - Emphasize data related to the institution's mission and goals
 - You may be able to weed out other items

Basic Formatting

- 1 inch margins
- 12 point font, single spaced (name at the top can be 14 or 16 but the rest 12)
- Headings in bold and all caps
- Subheadings bold only
- Italics for journal and book titles only
- Left justify
- Limit any discussion or narratives – this can be done in personal statement
- Make ensure format is consistent throughout entire CV

Content

- Review institution guideline or templates
 - Demographic information (name, address, education with dates, places and types of degrees – include if cum laude; post-graduate training with dates and places)
 - Academic data: faculty rank and positions, board certification, licensures
 - Professional affiliation and leadership
 - Include memberships, leadership roles and committees
 - Faculty roles and activities
 - Research, education, clinical and community service
 - Leadership roles
 - Scholarly representation and recognition
 - Bibliography (references should include the names of all authors, titles of articles and inclusive pages. Suggest dividing into sections: Peer-reviewed, other articles, abstracts, etc.), posters, presentations, grants awards manuscript review, editorial and grant reviews
 - Professional Service
 - Service on study sections, editorial boards, professional societies, advisory groups
 - Service on medical school, hospital or university committees
 - Past and present teaching activities
 - Honors and Awards

- Please see below for an example of a template from one specific institution, but please keep in mind that they may vary from one institution to another.

Other considerations

- Language should be abbreviated and succinct
- To the extent possible, specific experiences/programs should be written in language that is understandable to others outside your institution
- Leave sections out that you have no experience or nothing to report
- Watch for typos- first impressions are strong. Have your most meticulous pal go through it!
- Have a mentor review your cv.
 - Ask what strengths and weaknesses are evident on your cv
 - Ask for areas you may need to enhance
- May also see about identifying who in your department or institution is a reputable go-to person when it comes to developing cvs, which is likely someone involved in faculty development and promotions.
- “Living Document”: update your cv in a systematic chronological manner
 - Use a CV database (Microsoft Excel or Endnote)
 - Accordion file or box where things can be placed and used later for updates
 - Important to periodically review and update
 - Roberts, LW. (2013) *The Academic Medicine Handbook*. New York: Springer.
 - Don’t forget to give yourself credit for your teaching by adding talks that you are asked to do.
- No need to include hobbies and interests unless this is explicitly included in your institution’s CV template.
- Would probably not include things from your undergraduate years aside from degree, publications, and major honors (e.g., Rhodes, Marshall or Fulbright Scholarships).
- Be prepared to talk about any aspect of your CV on interviews, including past research and weaknesses such as obvious gaps in years or jumping around from job to job.

Example of a Curriculum Vitae Template Headings and Subheadings from one Institution

Date Prepared

Name

Office Address

Home Address

Work Phone

Work E-Mail

Work FAX

Place of Birth

Education

Postdoctoral Training

- Faculty Academic Appointments
- Major Administrative Leadership Positions
- Committee Service (Local)
- Professional Societies
- Editorial Activities
- Honors and Prizes
- Report of Funded and Unfunded Projects
 - Past
 - Current
 - Current Unfunded Projects
- Report of Local Teaching and Training
 - Teaching of Students in Courses
 - Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs)
 - Formally Supervised Trainees
- Local Invited Presentations
- Report of Regional, National, and International Invited Teaching and Presentations
 - Regional
 - National and International
- Report of Clinical Activities and Innovations
 - Current Licensure and Certification
 - Practice Activities
 - Clinical Innovations
- Report of Education of Patients and Service to the Community

- Report of Scholarship
 - Peer Reviewed Publications in print or other media
 - Research Investigations
 - Other Peer Reviewed Publications
 - Non-peer reviewed scientific or medical publications/materials in print or other media
 - Reviews, chapters, monographs and editorials
 - Clinical Guidelines and Reports
 - Abstracts, Poster Presentations and Exhibits Presented at Professional Meetings