



TIPS FOR PREPARING AN EFFECTIVE CV

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This outline is provided as a guide to assist in compiling or revising your Curriculum Vitae (CV). To ensure the completeness of your CV, I *strongly* recommend that as soon as there is a new item, you add it to your CV. Done one at a time, it takes no more than a few minutes, and your CV will be always be ready to go if needed. If that is not practical, it may be helpful to keep, in a file designated as your “Professional Portfolio”, reminders of activities to be added to the CV (e.g.: a flier announcing a presentation; a letter asking you to serve on a committee or congratulating you on an award; a list of titles of newly submitted articles). I also recommend that you maintain a “Master CV” that includes *absolutely everything* that you have accomplished in your entire career: it can easily be tailored to specific purposes as described below. Keep in mind that “**Curriculum vitae**” means the path or course of your [professional] life. Your Master CV should therefore include *everything* that you have accomplished relevant to your career: NEVER remove anything!!! As you become more senior in your career, some categories may be compacted or abbreviated (ex: student lectures in prior jobs). For specific-purpose CV’s, eliminating some entries, or reporting only key service activities, may be appropriate.

Just as you have a variety of outfits for formal, business, and casual occasions, you should also have a variety of tools to present your accomplishments. Your “professional wardrobe” is made up of CV’s, bio-sketches, and professional/executive summaries. There is no single, perfect format for any of these documents: For example, a CV for academic advancement should provide different information than a CV for a job application.

The main goal for this guide is to help you emerge with a “new” master CV that will allow you to personalize it for different purposes in the future. I encourage you to carefully review your CV to see where it may be incomplete or unclear. Evaluate the formatting and content, as described in this guide.

1. GENERAL CATEGORIES

This list specifies the categories that are usually included in an academic medicine CV - it is not intended to be comprehensive or written in stone: some categories may not apply to you - you can remove them. You may have unusual accomplishments that require new categories: go ahead and add them! This list is compiled in an all-purpose order, but the order of categories may also vary depending on the desired emphasis - for example, when applying for a new position. In all cases, the demographic categories should be at the beginning.

YOUR NAME

CURRENT CONTACT INFORMATION

(Office address, phone, email)

PERSONAL DATA

Citizenship or residency status

[Do NOT include information such as date of birth, SSN, gender, marital status, spouse, children's names or ages, etc.]

EDUCATION

List year, school and degree for each.

POSTDOCTORAL TRAINING

List dates and institutions.

SENIOR POSTDOCTORAL TRAINING

List any type of special leaves, sabbatical leaves from academic appointments for research. Include the dates, type of leave and location.

ACADEMIC APPOINTMENTS

In sequential order, list dates, title and institution of all academic appointments. Examples include:

- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Research Associate
- Assistant Research Scientist
- Senior Associate Research Scientist
- Senior Research Scientist

ACADEMIC ADMINISTRATIVE APPOINTMENTS

In sequential order, list dates, title and institution. Examples include:

- Dean
- Associate Dean
- Assistant Dean
- Department Chair
- Section Head
- Director
- Co-Director

CLINICAL/HOSPITAL APPOINTMENTS

List dates and types of appointments. Examples include:

- Staff Physician
- Physician Volunteer
- Medical Director
- Assistant Medical Director
- Director

CONSULTING POSITIONS

List dates and types of consulting positions held; these are usually affiliations with industry.
Examples include:

- Memberships on Advisory Boards
- Regular and occasional consultant to pharmaceutical companies
- Consultant to government agencies (Department of Agriculture, etc.)

CERTIFICATION AND LICENSURE

Include year and type of Board Certification, Fellowship certification, BLS/ACLS, etc.
Licensure: List date and states for medical licenses, DEA registration, etc.

MILITARY SERVICE

List dates and types of military service, including Reserves.

HONORS AND AWARDS

List date and name of honor or award received: These can be international, national, regional, state, local or institutional awards and honors. Examples include:

- Internal University Awards
- AOA
- Golden Apple Award
- Honorary Degrees
- American Medical Association: Physician's Recognition Award
- Distinguished Professorships
- Visiting Professorships
- Honorary Lectureships

MEMBERSHIPS AND OFFICES IN PROFESSIONAL SOCIETIES

List dates and names of professional societies in which you are a member. If you have served as an officer, list the office held and the dates of service. Order can be alphabetical or chronologic.

COMMITTEE AND ADMINISTRATIVE SERVICE

These include national, regional, state, university, medical school, hospital and community committees and administrative services. Also, note if you served as chair, co-chair, etc. Include dates. Examples include:

National:

Scientific Advisory Committees, NIH
National Board of Medical Examiners Text Committee

University:

Faculty Council

Committee on the Status of Women
IACUC, IRB

Medical School:

Executive Committee
Promotions & Tenure Committee
Standing Committees
Task Forces
Planning Committees
Search Committees

Department:

Planning Committees
Promotions Committees
Search Committees

COMMUNITY SERVICE

Science Fair Judge
Red Cross
Place of Worship leadership role

TEACHING ACTIVITIES

List dates and all types of teaching activities. List international, national and local teaching activities. Examples include:

- Lectures
- Courses
- Mentoring – describe type of mentoring and level of students. Include their current status, if available (Ex: Assistant Professor at X Medical School)
- Departmental Seminars
- Member of Training Program
- Training Grant membership
- Course Director, Asst., Director, Co-Director
- Student Rotations – laboratory or clinical
- Dissertation Committees
- Preliminary Examination Committees
- Membership on a Curriculum Group
- Invited Teaching Presentations
- Teaching Conferences – National, regional, local, in-house
- Curricular or educational materials prepared
- Physician Education Material
- Clinical Clerkship Coordinator
- Grand Rounds presentation
- In-patient consulting
- Morning Reports

SCIENTIFIC ACTIVITIES

List dates and names of journals or institutions. Examples include:

- Ad hoc reviewer of manuscripts or grants
- Editorial Boards
- Study Sections

GRANT SUPPORT

List recent, current, and pending grant support. For each grant include:

- Funding entity
- Grant title
- Percent effort
- Name of Principal Investigator
- Your role on the grant
- Dates and funding amount (specify direct or total cost, annual or total project period).

PATENTS

List patent name, number, and date of issue.

EXTRAMURAL INVITED PRESENTATIONS

List invited international, national, and local presentations, lectures and seminars. Include the titles, institution and date.

OTHER PRESENTATIONS

Any other presentation presented at professional meetings.

- Podium Presentations
- Posters and Exhibits

BIBLIOGRAPHY

- Peer Reviewed Publications
- Non Peer Reviewed Publications
- Books, Book Chapters
- Published Abstracts
- Internal Publications
- Non-Medical/Scientific Publications
- Other

2. CV WRITING AND FORMATTING TIPS

General

Even within the constraints of your University format, do everything you can to **make the CV as easy to read as possible**. Anything to make your documents more understandable can only help, so neatness counts!

- The first words on the CV should be your name, NOT "Curriculum Vitae" - the reader knows what it is, but not who you are, so tell them up front.
- Be consistent; don't be repetitive; be concise; include page number and name header on all pages.
- Be honest and accurate – inaccuracies in the CV put the entire document under suspicion.

- Divide the items by logical categories and list them in reverse chronology (oldest to newest) within the category.
- Start with your educational background, then employment history. You may have to add sections for different activities as your career proceeds, and you may have to develop "new" categories if some activities do not fall into the standard ones. As long as they are clear, it is not a problem!
- If you know the impact factor of the journal and/or a citation index for your paper, put it under the reference in your bibliography: it will give extra useful information to the reader, and will state the case for how relevant your work is.
- A given accomplishment could be listed under one of several headings, depending on the nature of the accomplishment and which areas you particularly want to emphasize. Some entries may appear in more than one place (ex: a presentation, accompanied by a published abstract, that is followed by a formal publication). This is OK – they are not duplicates, but entries in different categories.
- If you played a major role in preparing a paper or a grant, but this is not immediately obvious (you are not the 1st or senior author, or not the PI), write a short annotation explaining your contribution to the work. If you tell the reader(s) what you did, you are likely to get "credit" for work that would otherwise be dismissed as having a minimal contribution from you.

Examples of **contributions to the intellectual content of the paper/grant/presentation** include:

- Conception and design
- Acquisition of a substantial portion of data
- Analysis and interpretation of data
- Drafting of the manuscript
- Critical revision of the manuscript for important intellectual content
- Statistical expertise
- Obtaining funding for the project or study
- Supervision (overall responsibility for all aspects of the project or study)
- Other (give specifics)

Formatting

- A well -formatted CV demonstrates a responsible, professional approach to one's career. It also improves the readability, which can be especially important when one is being considered for a new opportunity such as a promotion or new appointment. The formatting of your CV should make the task of identifying your career path and accomplishments easy for the reader.
- Because CV's are read left to right, avoid placing dates on the left margin as doing so emphasizes the date as opposed to the activity. Dates should be listed in a column on the right side of the page.
- Remove all personal information, except citizenship or resident status. This document can become public. You do not want your date of birth, license numbers, family members names or dates of birth, etc. in general circulation.

- Check grammar, spelling (use your spell check, but over-rule it if you know something is correct!), abbreviations, and correct titles.
- Font size should be no smaller than 10 point, but 11-12 is easier on the eye. Most of the academics reading your CV are wearing bifocals or magnifiers and will appreciate your making it easy on their eyes! Sans-serif font (those lacking flourishes on the letters) read most easily. Pick one font and use it throughout.
- Format the pages for easy reading: use reasonable margins, align the text, number the pages. Emphasize new sections consistently (Ex: major sections **bold + underline**, subsections **bold** or underline only etc.).
- List accomplishments on the page in the order of most recent first (you want the reader to see what you have to offer NOW, not 10-15 years ago).
- When you have a long list of items (talks, publications, posters), number them. It helps the reader see at a glance how much work you have done, and it makes it easier to refer to "paper # 27" rather than "the 7th paper on the 5th page of the bibliography". It will make the readers' job easier, and you really want them to be happy ☺!
- Highlight your name (bold, or underline) so the reader will "see" you immediately, especially with multiple authors.
- Listings of grants should include the funding agency, dates of the grant, the amount awarded and the grant number. You should indicate your role and percent effort.

Focus

- Does your CV demonstrate your current focus of scholarship and leadership?
- If a reader were to pick up your CV, would she/he be able to determine whether you developed a career as a researcher, as an educator, or as an administrative innovator? Would she/he easily be able to identify your potential for leadership?

Try this with someone else's CV. Read through it, then complete this paragraph:

_____ [name] has developed a focus of scholarship within the mission of [circle one] education/ research / administration/ other _____. Her/his particular focus is in _____ [name the specific area of scholarly focus] and is demonstrated by _____ [grants, presentations, committee positions, etc.].

She/he is recognized for leadership related to _____ [new initiatives, change efforts, executive positions] enacted [circle those that apply] locally within the school and community, regionally, nationally, internationally). Her/his passion is clearly within the areas of _____ and she/he has opportunity for leadership roles within the following organizations _____.