Name
Sample Curriculum Vitae

PERSONAL INFORMATION
Address:
Phone:
Email:

EDUCATION AND TRAINING

2019	MBA		University Name City, State
2015	PhD	Pathology	University Name City, State
2009	MD		University Name City, State
2005	BS	Biology	University Name City, State

POST GRADUATE OR OTHER TRAINING

Date	Fellowship	Specialty	University, City, State
Date	Residency		University, City, State

BOARD CERTIFICATION *(LIST ALL THAT APPLY)*

Date   American Board of _____ (AB___)

ACADEMIC APPOINTMENTS

8/2017 - present	Associate Professor	University Name City, State
1/2011 – 7/2017	Assistant Professor	University Name City, State
8/2009 – 12/2010	Instructor	University Name City, State

ADMINISTRATIVE APPOINTMENTS *(IF APPLICABLE)*

PROFESSIONAL ORGANIZATIONS
American Medical Group Association,   date

HONORS/AWARDS *(INCLUDE SUBSECTIONS AS APPROPRIATE: LOCAL, REGIONAL, NATIONAL, INTERNATIONAL)*
Add in examples of teaching awards, Top Doctors, Society Awards etc,

Date   Name
Date   Name

INVITED LECTURES

DATE	COURSE TITLE	WHERE/LOCATION/EVENT

TEACHING

TEACHING

Fall 2021	Course Title	Graduate Medical Students
Spring 2019	Course Title	Post-doctoral Candidates

MENTORING/SUPERVISION— *ADD IN NAME OF TRAINEE, SCHOLARLY FOCUS, DATES TRAINED AND CURRENT POSITION*

THESIS COMMITTEES:

PRE-DOCTORAL STUDENT TEACHING, MENTORING:

DOCTORAL DISSERTATION COMMITTEES:

POST-DOCTORAL:

FELLOWS ADVISEE:

Junior Faculty Trainees:

Service

BOARD/COMMITTEE POSITIONS

Institutional and Local:

Date	Position	Committee Name	Institution
Date	Position	Committee Name	Institution

Regional:

Date	Position	Committee Name
Date	Position	Committee Name

National and International Committees:

Date	Position	Committee Name

STUDY SECTIONS *(IF APPLICABLE)*

Date Served	Name of Study Section	Organization

EDITORIAL/PEER REVIEW ACTIVITIES AND POSITIONS

Journal Ad Hoc Reviewer:

Editorial Board:

Editor:

Other Peer Review:

PROFESSIONAL ORGANIZATIONS:

Research and Scholarship

GRANTS AND INDEPENDENT FUNDING

CURRENT FUNDING

Internal

1. Make sure to list: dollar amounts in the grant support section, along with your role, dates, title, type of award, and funding source.

External

1. Date - Date
   R01 AG 61506-01A2 $50,000, Cohort Study of Typhoid Infection in Lawyers' Households
   National Institutes of Health/NIA/NHLBI
   Role: Principal Investigator

2. Date - Date
   R01 AG 61506-01A2 $15,000 Update Study of Typhoid Infection
   National Institutes of Health/NIA/NHLBI
   Role: Principal Investigator\

   <mark>Add in example of Industry sponsored clinical trial</mark>
3. Date- Date
   M15857715 $10K   Characterization of the function of Double-Negative T Lymphocytes and their role in the absence of disease progression in hosts.
   Brown Foundation
   Role: Principal Investigator

   <mark>Add in example of Education grant</mark>
4. Date – Date
   Council of Scientific and Industrial Research Award – India
   (T-32 equivalent) $5K   Development of detection kit and vaccine against viral disease in aquiculture species

PRIOR FUNDING *(see above for layout)*

PEER REVIEW MANUSCRIPTS *(REVERSE CHRONOLOGICAL ORDER)—INCLUDE COMPLETE CITATIONS...JOURNAL, VOLUME, PATE NUMBERS, YEAR, PMCID WHEN APPLICABLE. PLEASE CHECK FOR ACCURACY AND CURRENCY*

Peer Review Manuscripts Published:

1. Make sure to underline your **NAME**, when citing your published work.

Peer Review Manuscripts In Press
Manuscripts currently under peer-review

Book Chapters:

Other Publications:

Editorials:

Letters:

[Name]
Date

Abstracts: *List authors, title of abstract, meeting where presented, location and date.*
Include a notation of <u>poster</u> or <u>oral presentation</u>.

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TIPS
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1. Number your <u>Grants</u>, <u>Publications</u>, <u>Oral Presentations</u>, Teaching Assignments, etc.

2. Always number items in **<u>reverse chronologic order</u>** so that your **most recent item is first**. This is incredibly helpful for those reviewing your CV who wish to quickly calculate how many publications/awards/teaching assignments, etc. you have had since a particular time, such as since your last promotion, etc.

3. Number all lists.

4. **<u>Highlight</u>** your name in publications so reviewers can readily determine how many publications are first or senior author.

5. <u>Grants</u>: Make sure you include the dollar amounts in the grant support section, along with your role, dates, title, type of award, and agency.

6. <u>Oral presentations</u>: include relevant details about location, (this indicates regional, national, international reputation), as well as date and any details that speak to the importance, novelty, or prestige of the presentation.

7. Be sure to Include the month along with the year for academic appointments. Most reviewers analyze productivity since your last promotion. If you provide a month and year, it is clear which grants, research, scholarship occurred since your last promotion and should be included in assessing your productivity.

8. <u>Mentees</u>: List current title and position of all mentees.

9. It is preferable to use your personal/home contact information in your CV.

10. As you build your CV, you may need to divide the publication section into subsections. A peer-reviewed journal is a scholarly publication that requires that each article submitted for publication be judged by an independent panel of scholarly or scientific peers who are experts in their fields. Articles not approved by a majority of these peers are not accepted for publication by the journal. Peer-reviewed journals can often be identified by their editorial statements or instructions to authors (usually in first few pages of the journal or at the end). Such division can highlight the number of publications you have in peer-reviewed journals with more stringent editorial standards.

11. An effective CV format highlights content. Select a visually appealing layout. Use only a single font for the entire document. Make sure all headings and sub subheadings have the same style. Keep indentations and tabs consistent throughout the document. Make sure content is accurate and honest. Avoid excessive space between headings.

12. If you are fluent in another language and if you believe that will differentiate you from other applicants, include a "language" entry in the "personal information" section. If you are not fluent in a particular language but have some proficiency, either don't list the language or stipulate clearly, such as "Spanish (reading proficiency)."

13. List your MD, MPH, MSPH, or MPH&TM separately. Even though you completed these as part of a combined degree program, you will have earned separate degrees.

14. As your career develops, you might need to add a separate section for *national* committees and board positions, and you may eventually need to divide that section into "current" and "prior" subsections.