

## **Sample CV**

### **Name, MD**

Header with name for all pages; and number all pages bottom center.

### **Personal Information**

Home address and telephone:

Professional address and telephone:

Visa status or citizenship

### **Present Academic Rank and Position**

Do not use prefix of academic rank if you do not have one.

#### **EXAMPLES:**

Professor of Medicine, Anytown Medical School

-or-

Consultant, Department of Internal Medicine

Division of Gastroenterology

Anytown Medical School

### **Education**

Include degrees and dates.

College/University:

Medical School:

Residency:

Fellowship:

Other:

### **Board Certification**

List month, year and board certificate number, if known. Include national boards and their parts if you have them.

### **Medical Licensure**

Indicate state and license number only; date is not necessary.

### **Honors and Awards**

Include Teacher of the Year, honors from undergraduate school, Phi Beta Kappa membership, AOA, etc.

### **Military Services**

Complete if applicable; include branch of service, rank, place, and dates.

### **Previous Professional Positions and Appointments**

Academic Research, Clinical--list chronologically, beginning with earliest appointment.

### **Education-Teaching**

In your role as teacher, list dates and names of courses taught, chairships held, time spent as leader of rounds, seminars presented, student advisor roles filled, etc.

Medical School:

Graduate School:

Continuing Education:

Other Institutions (prior to current position):

### **Education-Journals**

List membership on editorial boards, position as scientific reviewer for medical journals, etc.

### **Graduate Students/Postdoctoral Fellows Working for You**

List individuals' names, number of years working for you, name of program, etc.

### **Institutional, Departmental, and Divisional Administrative Responsibilities, Committee Memberships, and Other Activities**

List all, including years active. If still active, list date as follows: 1986- .

### **Professional and Society Memberships**

List dates, offices held, and committee responsibilities.

### **Invited Visiting Professorships**

List dates, place, and professorship title.

### **Presentations at National Meetings**

List dates, meeting names, places, and topics.

### **Presentations at International Meetings**

List dates, meeting names, places, and topics.

### **Intramural Presentations**

Presentations at the physician's hospital or institutions, for example, presentations, Mortality and Morbidity Conferences, or Journal Club meeting at Grand Rounds, or formal presentations to medical students.

### **Clinical Practice, Interests, and Accomplishments**

List these here.

### **Research Interests**

List these here.

### **Research Grants Awarded**

Include grant number and title, time period, and Category 1 time.

### **Civic Activities**

Include both medically and non-medically related activities.

### **Bibliography**

#### **PUBLICATIONS-JOURNALS (LIST IN ORDER SHOWN).**

Published articles list in chronological order with oldest first; "In Press" for those articles accepted but not printed; "Submitted" for those submitted but not yet accepted or rejected; "In Preparation" for those written but not submitted; List those you are working on but have not yet written under "Research Interests" above, including coauthors.

#### **PUBLICATIONS-ABSTRACTS, EDITORIALS, BOOK CHAPTERS**

Following the title, identify in parentheses what each one is: abstract, editorial, or book chapter. Put all abstracts in a separate grouping.