What your CV says about you
or
How to build an effective CV

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What is so important about your CV???

- It is your introduction to a new person, job, organization

- And as they say, you only get one chance to make a good first impression

- So today we are going to talk about your "ContinuouslyupdatedCV"

"If the CV of the person you last interviewed is exactly the same as my CV, then we must have got it off the same website."

How to Prepare an Effective CV

Curriculum Vitae

↓   ↓

Course, path   of life

Curriculum Vitae = The path of one's life

The CV is a snapshot of the individual's entire professional life, and therefore, should accurately reflect all major activities relevant to the profession, throughout the individual's career. This includes everything, from prior faculty appointments, to committees and assorted responsibilities. Inaccuracies jeopardize credibility!!!

For students applying for the first professional job. It should include key accomplishments while @ college

Curriculum Vitae

- Differs depending on the sector you are in and the position to which you aspire
- Thus, **purpose** and **audience** are guides
- Clarity, accuracy, relevancy are critical
- Sections clearly defined, information provided in reverse chronology including publications and presentations
- Your name **highlighted**
- Can use words like "recent" - "selected" or "relevant" (for special purpose CV only)
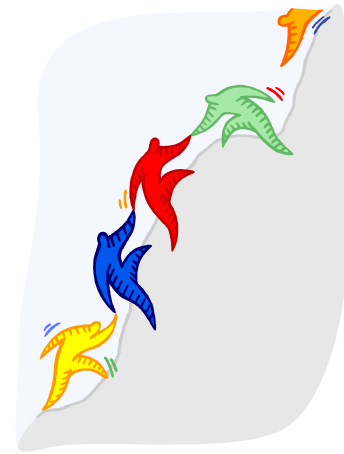
Rush Faculty Tracks

CON:
- *educator/clinical practice*
- *educator/researcher*
- *researcher/clinical practice*

+ Service for all tracks

RMC & CHS
- Single track, but multiple pathways

Areas of Excellence

CON:
- Criteria defined in tracks

RMC
- Education
- Research
- Clinical excellence
- Service
  - Administrative
  - Leadership
  - **Community**
 - **Global, etc**

- **CHS**
  - Teaching
  - Research/Scholarship
  - Operational activities (direct/indirect patient care)
  - Professional/Institutional/Community Service

> *Education/Teaching and Research/Scholarly activities are critical to the mission of the majority of Institutions that have tenure!!!*

Curriculum Vitae

Must include:

- Education and training
- Faculty, hospital, other professional appointments
- Honors/Awards
- Service (includes all types, e.g., university, clinical, leadership, professional, and scholarly service)
- Teaching/Education (be sure to include mentoring/advising)
- Scholarly activity
  - Grants, contracts, and awards
  - Other funding
  - Publications
  - Abstracts
  - Presentations – even if you were not the one presenting
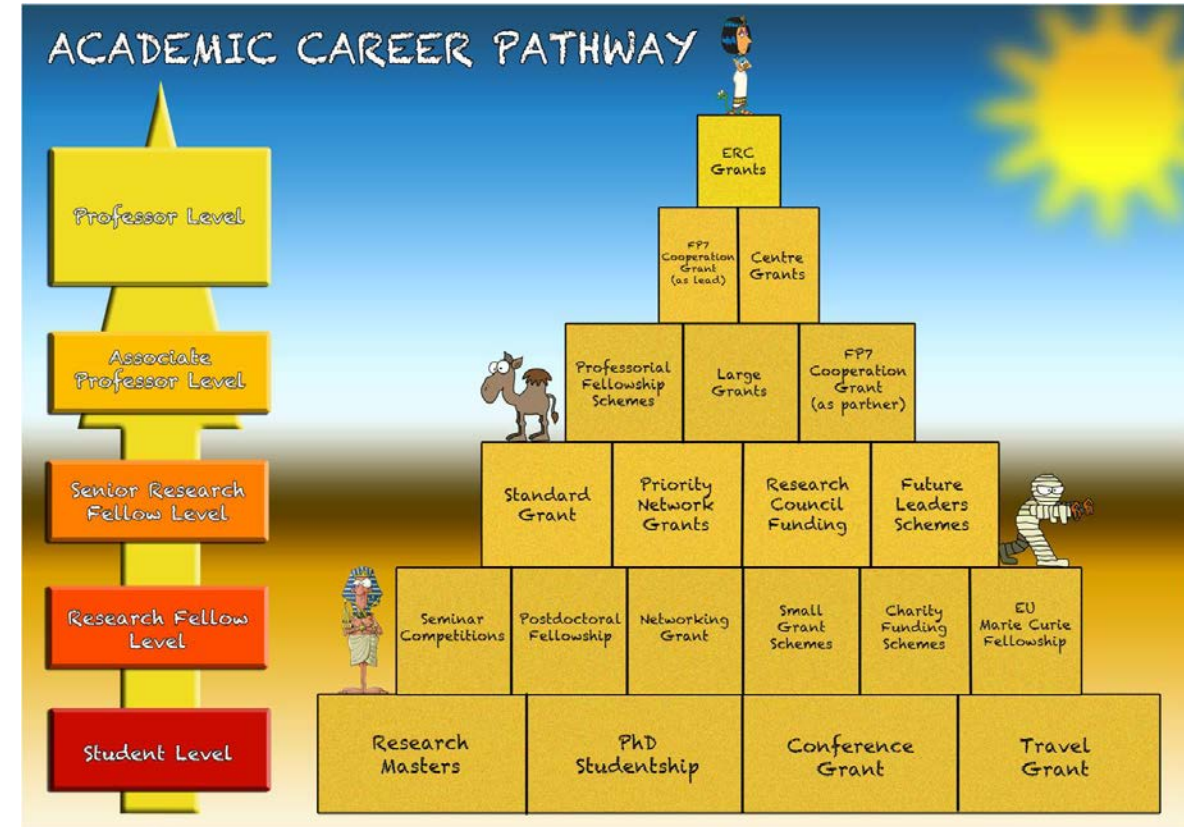
Curriculum Vitae

- Each Academic Institution has its CV template

- All CV templates have the same elements, but can be arranged in a different order or presented in a different format

- You MUST adhere to the required format

CURRICULAR VITA

NAME IN FULL, Degree.
(date)
Contact information

EDUCATION (include years attended and degrees granted)

- ❑ **Graduate or Professional**
- ❑ **Postgraduate**

LEADERSHIP TRAINING

ACADEMIC APPOINTMENTS
(starting from the current appointments, include title/rank, years held, name and location of Institution)

EMPLOYMENT (include non-academic appointments/jobs relevant to current carrier; same information as above)

CERTIFICATION AND LICENSURE

HONORS AND AWARDS

SOCIETY MEMBERSHIPS

TEACHING (in reverse chronology starting with the most recent one)

- ❑ **Rush University (courses, role, types of students/residents, contact hours, frequency, years of service, title of lectures)**
- ❑ **Grand rounds (years, titles of lectures)**
- ❑ **Other institutions (same information as above):**
- ❑ **Mentorship to students/residents/trainees/fellows/peers (names, projects, years of service, mentee's awards/accomplishments)**
- ❑ **Membership on student thesis committees (student name, degree, role [advisor, committee chair, committee member] and years of service)Interprofessional education**

CONSULTING POSITIONS

LEADERSHIP SERVICE/LEADERSHIP POSITIONS

COMMUNITY SERVICE

CLINICAL SERVICE

- **Innovations**
- **Safety/quality improvement**
- **Clinical research/clinical trials**
- **Development of new line of patient care/clinic**

COMMITTEE AND ADMINISTRATIVE SERVICES
- ❑ **Departmental**
- ❑ **Medical College**
- ❑ **University**
- ❑ **Previous institutions**

SCIENTIFIC AND SCHOLARLY ACTIVITIES (in reverse chronology starting with the most recent one; can be divided by international, national, regional, institutional, etc)

- ❑ **Membership or Offices in Professional Societies (terms)**
- ❑ **Reviewer for Funding Agencies**
- ❑ **Reviewer for Professional Journals**
- ❑ **Patents**
- ❑ **Invited Presentations at Regional, National, and International Meetings**
- ❑ **Oral Presentations at Regional, National, and International Meetings**
- ❑ **Invited Seminars and Lectures**
- ❑ **Poster presentations**
- ❑ **Funding History of Peer-Reviewed Grants (Federal, Professional Foundations) including type of the grant, role on the project, name of the agency, dollar amount, duration**
  - ○ **Current**
  - ○ **Past**
  - ○ **Pending or Applied for**

- ❑ **Funding History of Industry Support, including title of grant, role on the project [PI, Co-investigator], % effort, name of funding source, dollar amount, duration**
  - ○ **Current**
  - ○ **Past**
  - ○ **Pending or Applied for**

BIBLIOGRAPHY (numbered in reverse chronology starting with the most recent one)
- ❑ **Original full-length manuscripts (published, in press, or submitted)**
- ❑ **Book chapters**
- ❑ **Books Edited**
- ❑ **Peer-Reviewed Abstracts**
- ❑ **Other Abstracts**
- ❑ **Any other on-line and/or audio-visual materials**
- ❑ **Webinars**

Scholarly Productivity

- Activity in professional societies: elected positions
- Elections to prestigious scientific societies via peer-review process
- Appointments as editor, reviewer, and referee
- Consulting activity
- Research funding (if applicable)
- Patents, procedures and methods
- Publications – peer-reviewed articles & book chapters, peer-reviewed abstracts
  - Your contribution, significance of work and publication impact factor
- Presentation of scholarly papers: invited, keynote, podium, posters at international, national, and regional conferences/symposiums, seminars
- Extramural review courses: taught, directed, developed

Note regarding electronic publishing:

Burden of demonstrating quality and significance (judged by some criteria) is on you

Publications

1. Complete citations by category
   - Peer-reviewed publications
     - **Reports of Original Work**
     - **Case reports**
     - **Review Articles**
   - Editorial/Commentaries
   - Letters to the Editor
   - Book Authorships, Editorships, and chapters
   - Published Abstracts (must have a reference that can be looked up)
   - Non-peer-reviewed publications
   - Other (please specify)
2. Indicate level of participation if multiple authors
3. Include articles "in press"
4. DO NOT include articles "to be submitted" or "in preparation"
5. Number each entry

Presentations

List separately

- Podium presentations
- Poster presentations/Exhibits
- Other (e.g. videos)
- Invited lectures/presentations

International
National
Regional
Local
University

Service

Activities not directly related to teaching, research, or patient care…

You know what it is when you see it!

Examples:
- Leadership
- Management
- Committees
- Task forces
- Lay education
- Community incl. Global health
- Prof. organizations
- Faculty Service

No matter your skills, there's something you can volunteer to do.

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CV Tips

- Dates in a separate column – to the right
- List items in reverse chronology within each category
- Format the pages for easy reading
- Emphasize/format new sections consistently
- Add sections if some activities do not fall into the standard ones
  - As long as they are clear, no problem!
    - The committees will never penalize you for providing MORE information!!!)

More CV Tips

- Number the pages
- Number all long lists of items
- Highlight your name (bold, underline)- the reader will "find" you immediately, especially when there are multiple authors
- Annotate all papers and grants: if you played a major role in it, but this is not immediately obvious (you are not 1st or Sr. author, or not the PI), the annotations explaining your contribution to the work will get you more credit for it!

…And even more CV writing tips…

- Should contain accurate information; dates should be as accurate as possible
- Should be up-to-date
- Represent the style of the institution
- Consistent in info, style, font, arrangements, readable
- Clear; explain abbreviations
- Good formatting and presentation are essential
- Avoid typos!

Bottom Line
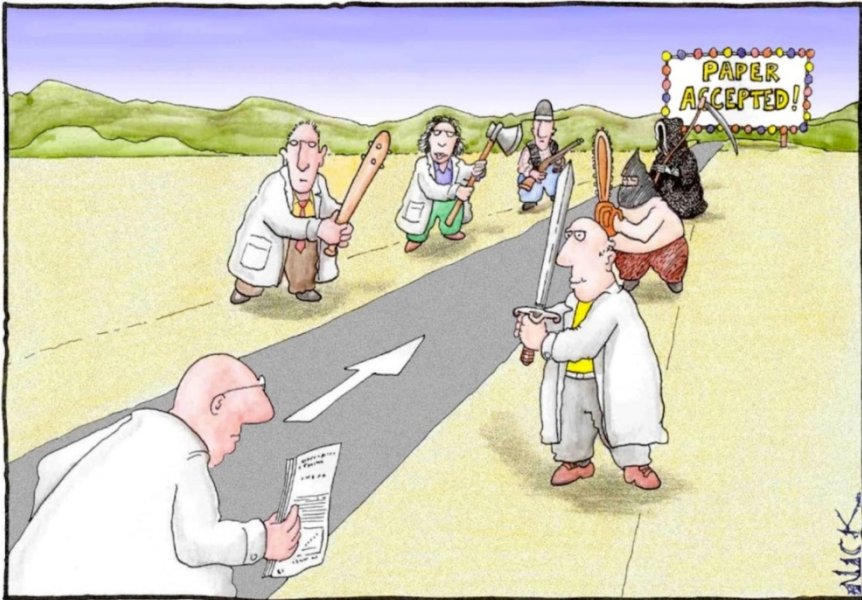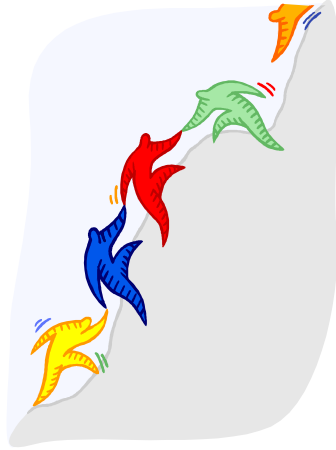

Most scientists regarded the new streamlined peer-review process as "quite an improvement."

- Provide as much and detailed information as possible…
- You will save the committee/reviewers from:
  - Guessing
  - Make their work easier, and
  - They will be happy with you

Trust me…

YOU WANT THEM TO BE HAPPY
AND HAVE LESS WORK!!!

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Thank you.

Questions?

RUSH UNIVERSITY

Excellence is just the beginning.