

[Instructions: Use this template to generate your CV. Before you start, SAVE it onto your computer's hard drive or to a re-writable disk by choosing "File" on the menubar above and "Save As".]

First Name Last Name, M.D., Ph.D.

Street Address
City, State zip code
(Area code) phone number
(Area code) fax number

email@address.com [right click and scroll down to "Edit Hyperlink" to include your email address]

Education

Fellowship, Your University, City, State	Years
Residency, Your University, City, State	Years
M.D., Your University, City, State	Years
B.S. in Biochemistry (magna cum laude), Your University, City, State	Years

Appointments

Associate Professor Department of Your University City, State	Years
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Director, Center for Your University City, State	Years
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Assistant Professor Department of Your University City, State	Years
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Chief Resident Department of Your University City, State	Years
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[Note: include only if it is an appointed position requiring an extension of the residency]

Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, employer, location, brief description of duties and responsibilities	Years
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Certification and Licensure

Diplomate, Your ABMS Board Subspecialty Certification, Your Subspecialty Board State Medical License (active and inactive, without numbers)	Year
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Professional Memberships and Activities

List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.	Years
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Honors and Awards

[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.]

Years

Committee Assignments and Administrative Services

List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).

Years

Educational Activities

- Identify your teaching activities here or write "See attached Teaching Portfolio."
- List in reverse chronological order, noting your role (course developer, course director, lecturer)
- Include supervision of doctoral students and thesis supervision in a research setting
- Include graduate student teaching
- Identify teaching residents in a clinical setting
- Include advising responsibilities
- Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data.

Reflect the years you undertake each activity

Grants

- List under sections of pending, current, and past in reverse chronological order
- Include the title of grant
- Identify the granting agency and grant number
- Note award total, demarcating total direct and indirect costs
- State your role, also identifying the PI if you are not the PI, and percent of effort
- If you include contracts, rename the section, "Grants and Contracts," and use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade and note the limitation in the heading.
- Consider using a table, as it provides a concise, visual depiction of this material.

Include the dates of each award

Patents

List in **CHRONOLOGICAL** order to permit each updating

Editorial Work

List in reverse chronological order

Abstracts and Presentations

Include relevant dates

Oral Presentations

National/International Meetings

Local/Regional Meetings

Posters

National/International Meetings

Local/Regional Meetings

[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Publications

Include relevant dates

1. List your publications in **chronological** order for easy updating
2. **Number** these and highlight **your name in bold**
3. Follow this **order** - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts
4. **Note:** if you're not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator