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Looking for Member-only Content?

Preparing Your Curriculum Vitae

Maintaining effective documentation of your academic history and achievements is critical to success in academic medicine. Consider the tips and tools on this site as you prepare your portfolio with an eye toward highlighting your unique qualifications.

- [Create My CV doc](#) is a template you can use to craft your CV, considering the [Tips and Strategies](#) to make the best impression.
- [Teaching Portfolio](#) explains what should be included in showcasing your teaching efforts.
- [Biographical Sketches, Statements, and Executive Summaries](#) includes information about your biographical statement and links to the NIH Biosketch form and examples. It also addresses the "Executive Summary," a powerful tool to highlight your qualifications in ways that one's CV often does not.

Key points to keep in mind:

Follow your institution's guidelines for your *internal CV*, the CV you submit with promotion and tenure materials.

- Be proactive in creating your *external CVs*, biographical statements and executive summary.
- Create a teaching portfolio.
- Develop a system that works for you to facilitate updating your package.

2011 Faculty Affairs Survey

In December, GFA primary representatives will receive a survey that will be used to assess the evolution of faculty affairs and development functions in U.S. medical schools. Learn more in [Research and Project Development Subcommittee Updates](#)

Faculty Affairs Award Nominations

Nomination materials for the Carole J. Bland Phronesis Award will be available in December.

[Learn more about the Award](#)

Upcoming Meetings

GFA Professional Development Conferences

2011: Aug. 5-7 - Seattle, Wash.
2012: Aug. 10-12 - Indianapolis, Ind.
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[Mid-Career Women Faculty Professional Development Seminar](#)
December 11-14, 2010
Scottsdale, Ariz.



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Initiatives

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Services

Member Communities

About Us

GFA Home

About GFA

Membership

Leadership and Committees

Award

Resources

Communications

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Curriculum Vitae - Tips and Strategies

Tips

- **Font:** sizes - 12-18 point font for name (the largest font size you use); 12-14 point font for headings; 10-12 point font for text; sans-serif fonts read most easily (those lacking flourishes on the letters), pick one font and use it throughout;
- **Format:** be consistent and concise; include a page number and name header on all pages;
- **Paper:** use white/off-white 24-lb paper and a matching envelope;
- **Printing/Typesetting:** use a **laser printer** for best resolution;
- **Don'ts:** include SSN, age, gender, race, religion, political affiliation, marital/parental status, disability or national origin, DEA numbers; explain why you're leaving your present job; include salary history;
- **Proofread** (read backwards) and spell check;
- Use **active voice**, not passive voice;
- **Avoid using the first person** ("I," "my");
- Because these are read left to right, avoid placing dates on the left margin to avoid emphasis on the date as opposed to the activity;
- **Be honest;**
- Keep your external CV current; you don't know when you may be asked to apply for or see a posting for a unique opportunity.

Strategies for keeping current - update your materials on a regular basis

- **Collect things in real time** - as they happen
- **Use holding files** with folders (electronic or paper-based) for each of the sections - publications as submitted, in press, and published (keep the same system for your teaching portfolio)

If you maintain different CV's for different purposes,

update them at the same time

or keep clear notes regarding what you've updated and what you haven't.

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Featured Resources

- 2010 Group on Faculty Affairs Professional Development Conference Presentations



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[About GFA](#)

[Membership](#)

[Leadership and Committees](#)

[Award](#)

[Resources](#)

[Communications](#)

[Contact GFA](#)



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Teaching Portfolio

A **Teaching Portfolio** is a compilation of materials that reflect your effectiveness and time spent teaching.

Note: Your institution may have a prescribed format and scope of content for a teaching portfolio. If it does, you should maintain your internal portfolio in accordance with those standards. Like your external CV, however, you may want to maintain a portfolio that is even more comprehensive to be submitted with your CV when applying for positions at other academic institutions. If your institution does not require you to present a teaching portfolio, you will nonetheless want to capture the following information for your CV and for consideration for positions at other academic institutions.

Format - Less than 10 pages in length, excluding title, table of contents, and appendices; include place, date and type of activity.

Content

- teaching philosophy (role as a teacher, theory of learning, characteristics of good teachers, role/responsibility of learners)
- listing of intramural teaching activities: e.g., formal courses/lectures/CME, teaching rounds, clinical didactic and bedside sessions, small group learning experience, problem-based learning sessions, seminars, journal club leadership, one-on-one teaching sessions, editorial assistance to students, supervision and advising students or others, preparation/administration of board exams, evaluator for clinical examinations, membership on committees related to education
- listing of extramural teaching activities: visiting professorships, invited lectures and educational presentations at regional/national meetings, development of patient educational materials
- Assessment of teaching: summary of or reference to student evaluations, peer evaluations, departmental reviews, letters of support (solicited or not solicited)
- Awards for teaching and medical education
- Activities undertaken to improve teaching

Appendix: evaluations, lecture notes, syllabi, published papers, multimedia support

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[GFA Home](#)

[About GFA](#)

[Membership](#)

[Leadership and Committees](#)

[Award](#)

[Resources](#)

[Communications](#)

[Contact GFA](#)



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Looking for Member-only Content?

Biographical Sketches, Statements, and Executive Summaries

NIH Biographical Sketch

- [NIH's Office of Extramural Research homepage](#) [↗] - funding opportunities, forms and grant policies
- [NIH Forms and Applications](#) [↗] - forms, applications, and instructions for research grants, fellowships, SBIR/STTR grants, SBIR/STTR contracts, and grant closeout forms
- [PHS 398 Biosketch Sample](#) [↗] - pertinent to several grant applications, including R01, R03, R13, U13, R15, and R21
- [PHS 2590 Biosketch Sample](#) [↗] - for Career Development (K series) awards

Biographical Statement

This statement identifies your current position, experience, and major accomplishments and is targeted to a specific audience (e.g., research, education, clinical). You often see these statements about the faculty for professional development conferences, and those introducing you to speak will be grateful to receive a well-crafted synthesis of your qualifications as speaker.

Executive Summary

This is a one-to-two-page overview of your credentials that accompanies your CV and highlights your strengths, accomplishments, and qualifications related to a specific position. Using an Executive Summary may provide recruiters a quick and easy way to set your application apart and to identify your unique qualifications for the position you desire.

- Personal and contact information (address with zip code; area code with phone number; fax number with area code; email address)
- Opening Statement: an optional, concise statement of the work you wish to do and how you would add value to the organization
- Qualifications Summary: a brief overview of how you are qualified for and the skills and talents you bring to the position
- Accomplishments Overview: a list that describes your strengths and accomplishments in a format that shows the impact you've made in prior or current positions; this identifies your skills by identifying a problem, setting forth your approach, then reporting the outcome
- Experience: A listing, in reverse chronological order, of your positions, including institution, location, and dates
- Education: A listing of your degrees in reverse chronological order

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Featured Resources

- [2010 Group on Faculty Affairs Professional Development Conference Presentations](#) [↗]
- [Research and Project Development Subcommittee Web Page](#)
- [Faculty Matters](#)

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]

You may want to include both your professional address and personal contact information. If you include personal contact information, you should create a heading (Personal contact information) and include your address, telephone number and email address. If you are using a cover letter, you should specify your preferred contact address e.g. worksite or personal.

Education

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

Current Position

Director, Center for Whatever Your medical school or university City, State	Year-present
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Professional Experience *[Note: in reverse chronological order]*

Director, Center for Whatever Your medical school or university City, State	Years
Chief Resident Department of Your University City, State	Years

[Note: include only if it is an appointed position requiring an extension of the residency]

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor Department of Your University City, State	Years
Assistant Professor Department of Your University City, State	Years

Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, employer, location.

Years

Certification and Licensure

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

Year

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

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 graduate 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 and Contract Awards

- 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 use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade (or past five years) 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

Editorial Board Appointments

[List in reverse chronological order]

Include relevant dates

Publications

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

Include relevant dates

Abstracts and Presentations

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.]

Other Creative Products

[List CDs, simulations, films, websites, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]

Patents and Technology Transfer

[List in chronological order to permit each updating

Include and patent pending or patent applications – with dates of filing.

List any technologies licensed to industry or others (military, etc) with dates of licensure or filing]

Adapted from *FacultyVitae*, Fall 2007

Frequently Asked Questions (FAQ)

The following questions come from participants of AAMC professional development programs.

Contents:

Resume versus Curriculum Vita

Contact Information

Publication Citations; In press, Abstract & article

Extensions in education

Gaps in employment

Conference Participation

Awards & Honors

Inclusions: Other degrees, Narrative, References, Percent effort

Formatting: Most important content, Grouping organizations

Updating

Question: What is the difference between a *resume* and curriculum vitae?

Response: Use a resume to apply for employment. It contains information that emphasizes your experiences and skills that apply to the available employment opportunity.

Question: Which *contact information* should I use—home or work?

Response: It depends. For promotion, grant/award applications use your work address. For new positions outside of your employment setting, you may prefer to use your personal contact information.

Question: How do I note *publications*, books, chapters or abstracts “*in press*”?

Response: Denote submissions accepted for publication by following the citation with “in press” or “accepted for publication.” Note: Do not include any scholarly materials that you have submitted until they have been accepted.

Question: If my abstract gets published in full form, may I retain both the *publication of the abstract and the article* in my CV? If so, will this be perceived as “padding?”

Response: Because both the abstract and full texts have been published, they are considered separately accepted publications, one more detailed than the other. You may list both.

Question: I put myself through school during my undergraduate degree, and I *graduated in six years*. How may I reflect that on my CV?

Response: If you are early in your career, simply add a notation that you worked to put yourself through college.

Question: I *left employment* for family reasons and then returned. Do I need to include this time on my academic CV?

Response: Yes. Search committees note gaps in time, which may look peculiar. List your time away from work in reverse chronological order along with other positions spent outside of academia in the Other Positions and Employment Section. Add a simple explanation that includes examples of

professional activities in which you participated during this time to keep yourself current such as invited presentations, posters presented, or committees served.

Question: How do I list participation in *conferences*?

Response: It is appropriate to include participation in conferences to which you are invited on the basis of expertise or if your participation is part of a merit-based, application process. You may demarcate invited presentations in the Presentations section of your CV.

Question: Should I describe my *awards*?

Response: Of course! List the title, year, and if appropriate, indication for the award. Also, participation in fellowships awarded on the basis of a competitive application process may be included in the Honors and Awards section of your CV.

Question: I have an M.B.A. One of my colleagues has an M.P.H., and another a Ph.D. How should these kinds of *degrees* be documented? Should I include them in my title?

Response: All graduate and under graduate degrees should be listed under the “**Education**” section of your CV in the reverse chronological order in which you graduated from the program. You may include all graduate degrees in your title.

Question: Should there be a *narrative* in my CV?

Response: The narrative should be limited. If you desire a narrative, this should be part of a cover letter or part of your teaching portfolio.

Question: Should I include *references* in my CV?

Response: When you apply for a job, do so. As an alternative, consider just listing them in a cover letter when appropriate.

Question: Should there be a *percent effort* listed when you describe major responsibilities, especially for research?

Response: Percent effort should be listed on grants and awards, but need not be itemized for other activities.

Question: How do I *emphasize content* I consider most important?

Response: Several suggestions:

- Use bold font to highlight
- The order presented matters. The most important should be first (e.g., national/international before local/regional meetings)
- For publications, follow this order: peer-reviewed publications, non-peer-reviewed publications, articles accepted for publication, books and monographs, development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts.
- If you are not listed as the first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator.
- Provide short explanations or asterisks with explanations (e.g., committee chair) to highlight areas/items that are unique and of special interest.

Question: Can I *group organizations* versus repeating them?

Response: Yes. This works well, especially in the category of Professional Memberships and Activities Section

Question: How many times and what time of year should I *update* my CV?

Response: Update your materials semiannually—certainly at least once close to your review time.