

Tips for your Curriculum Vitae

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Medical School
Teaching Affiliate

“Can you send me your updated CV?”



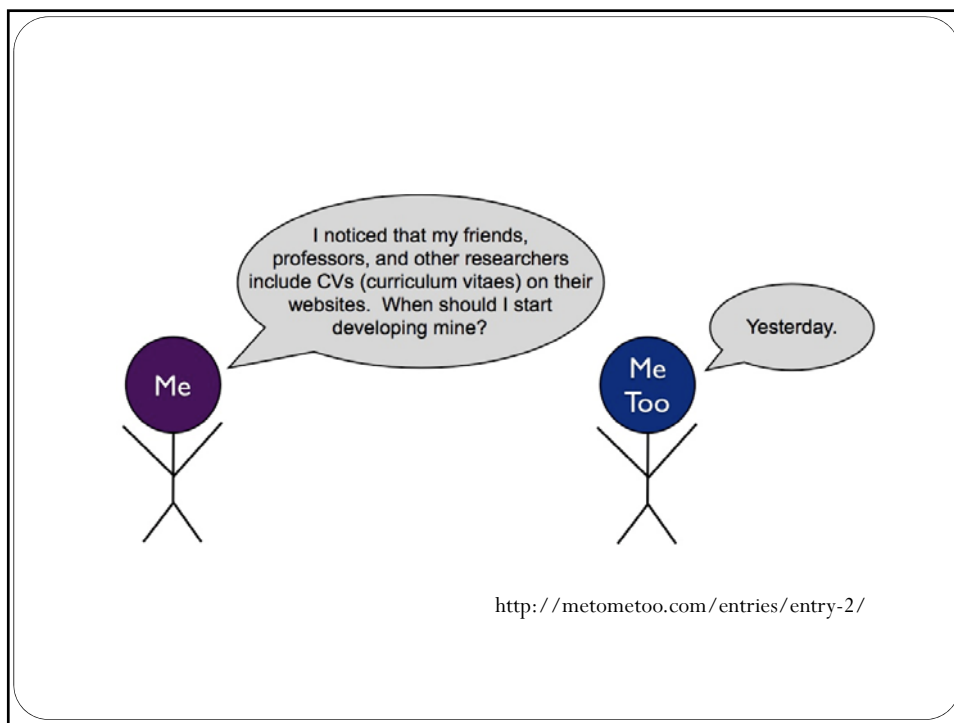
CV vs. Resume

CV – “Living Document”

- Detailed
- Personal Profile
- Education
- Employment/Experience
- Grants/Honors/Awards
- Publications
- Academia
- References

Resume – “Cliff Notes”

- Highlights with Pertinents
- Education
- Work Experience
- 1-2 pages
- **Cover letter**



1. Start with Comprehensive Template

CV/Resume tips

Sample Curriculum Vitae Outline

The purpose of the CV is to be able to chronologically track, and be able to account for, all of your professional and personal medical training. This includes education, experience, military service, certifications, business, DCA information, etc.

The CV should be constantly updated to reflect any changes or that is always current. It is very helpful if you list "current as of date" on the CV.

What to Include in Your CV

Name—Title/Degree
Address
Telephone (job, home, and work)
Email address
Citizenship (status optional)
Education
Internal Medicine Residency 8/1999—6/2002
Name of Program
Area Topic, Value

CompHealth

CURRICULUM VITAE

PERSONAL DATA
Name
Citizenship
Do not include information such as date of birth, gender, marital status, spouse, children's names or ages, etc.

ADDRESS
Professional Address
Telephone Number
Fax Number
E-mail Address


Use a consistent chronological order for the following. Past to present is most common.

EDUCATION
List year, school, and degree earned.

POSTDOCTORAL TRAINING
List any type of special leaves, sabbatical leaves from academic appointments for research. Include the dates, type of leave, location.

ACADEMIC APPOINTMENTS
List dates, title, and institution of all academic appointments.

Examples include:
Lecturer
Instructor
Assistant Professor
Associate Professor
Professor
Clinical Instructor – Professor
Research Investigator
Assistant Research Scientist
Senior Associate Research Scientist
Senior Research Scientist

 THE FACULTY OF MEDICINE OF
Harvard University

General Instructions for Preparation of the Faculty of Medicine Curriculum Vitae

TIPS FOR USING THE MS WORD PRE-FORMATTED TEMPLATE (PC VERSION, WORD 2000)

Note: These tips apply only when the template is open in Microsoft Word. BE SURE YOU HAVE THE WORD DOCUMENT OPEN UNDER THE "FACULTY CV" FILE UNDER THE "CV" TAB.

Tables have been pre-formatted for easy entry of information in the desired format. The gridlines and column headings present on the screen during preparation automatically disappear when printed. To view what your CV will look like when printed, click "View Print" and a print preview should appear.

Note: The appearance of the template on your screen varies depending on your computer settings. The view that results from during preparation will show the gridlines and column headings as follows:

Education			
Year	School	Field of Study	Degree
		Preparation for Internal Residency	Residency
			Residency

Postdoctoral Training			
Year	Site	Specialty/Department	Position
		Internal Medicine <td>Internal Medicine </td>	Internal Medicine

Faculty Academic Appointments			
Start Date	End Date	Department	Position Number

2. Keep chronological order

- Start with Beginning
- **Be Consistent!**
- Group multiple recurrences
- Include months when important



3. (Almost) Everything Matters!

- Letters to Editors
- Scholarship without authorship
- Non-peer reviewed scholarship
- Unfunded projects!

- Clinical Guidelines
- Community outreach
- Education materials for patients and families

- Education for allied professionals
- Small scale teaching – ask how it should be labeled!



4. But don't go WAY back just for fluff.....



Medical school and Postgraduate Training
– keep to extraordinary accolades

7. Own the gaps

- Be truthful
- Address this in separate narrative / Cover letter
- Highlight what you did during the gaps related to your work

8. A Narrative?

- Your time to shine!
- Sum up your CV – past, present, future
- Share your vision and ideas

9. Ask someone to edit your CV



Sample:
Mine!

Local Invited Presentations:	
No presentations below were sponsored by outside entities.	
05/2009	Post-operative hypoglycemia / Morbidity and Mortality Conference Department of Anesthesia, Critical Care and Pain Medicine, Beth Israel Deaconess Medical Center, Boston, MA
09/2009	Post-operative cerebral vascular accident / Morbidity and Mortality Conference Department of Anesthesia, Critical Care and Pain Medicine, Beth Israel Deaconess Medical Center, Boston, MA
06/2010	Interesting case: Gastrocardiac fistula / Clinical Conference Department of Anesthesia, Critical Care and Pain Medicine, Beth Israel Deaconess Medical Center, Boston, MA
11/2012	Interesting case: Difficult airway management / Clinical Conference Department of Anesthesia, Critical Care and Pain Medicine, Beth Israel Deaconess Medical Center, Boston MA
05/2013	Introduction to high fidelity simulation design / Faculty Hour Department of Anesthesia, Critical Care and Pain Medicine, Beth Israel Deaconess Medical Center, Boston, MA
11/2013	Airway management / Invited simulation series Nursing Education, Beth Israel Deaconess Hospital - Needham, Needham, MA
5/2014	"Opioid Induced Hyperalgesia" Harvard Anesthesia Update, Harvard Medical School, Boston, MA
5/2015	Regional Anesthesia Workshop Harvard Anesthesia Update, Harvard Medical School, Boston, MA
Report of Regional, National and International Invited Teaching and Presentations	
Invited Presentations and Courses	
National	
3/2015	"Pharmacology and the Obese Patient" sponsored by International Society for the Perioperative Care of the Obese Patient (ISPCOP) International Anesthesia Research Society (IARS) spring meeting, Honolulu, HI
4/2015	Residency Milestone Evaluation Workshop Society for Education in Anesthesia (SEA) spring meeting, Seattle, WA
11/2015	Perioperative Pain Management for the Obese Patient Sponsored by Obesity Week 2015, Los Angeles, CA

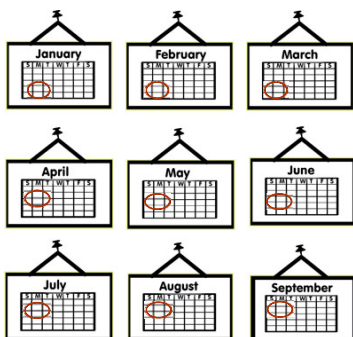
Clinical Conference

Add This MMS
Workshop as
Regional!

Formal Teaching of Peers:		
No presentations below were sponsored by outside entities.		
05/2010	Difficult Airway Workshop	Annual workshop Boston, MA
05/2011	Harvard Anesthesia Update	
06/2012	Harvard Medical School CME Course	
02/2013	Simulation workshop	Single workshop Boston, MA
03/2014	Principles of Medical Education: Maximizing Your Teaching Skills (HMS CME Course) BIDMC Carl Shapiro Center for Education	
03/2013, 03/2014	Immersive Simulation workshop Critical Care for Non-intensivist Hospitalists Harvard Medical School CME Course	Single workshop Boston, MA
12/2013, 12/2014	MOCA (Maintenance of Certification in Anesthesiology) Simulation Workshop Beth Israel Deaconess Medical Center	Workshop series Boston, MA
6/2014	Educator workshop: "Microteaching and Feedback" Society for Education in Anesthesia annual spring conference	Single workshop Boston, MA
4/2015	Educator Workshop: "Managing Milestones for Your CCC - Turning mountains of data into meaningful assessment" Society for Education in Anesthesia annual spring conference	Single workshop Seattle, WA
5/2015	Regional Anesthesia Workshop Harvard Anesthesia Update Harvard Medical School CME Course	Single workshop Boston, MA

Add 9/2016 Airway Workshop
For same CME course

10. Update regularly!



- Find areas that you may want to expand upon
- Easy to add a few things
- Reassess your career goals

What About a Cover Letter?

- Highlight pertinent points in your CV!
- Talk up your strengths



Start Today!

