

RESUME/CURRICULUM VITAE OUTLINE

YOUR FULL NAME (first, middle initial, last, degrees)

PERSONAL INFORMATION

- **PRESENT TITLE AND AFFILIATION (do not list ANTICIPATED title/affiliation)**
If applicable: Primary Appointment(s)
Dual/Joint/Adjunct Appointments (dual means between institutions; joint means between departments within institution)
- **CITIZENSHIP AND VISA STATUS (if applicable)**
- **HOME ADDRESS (current)**
- **If applicable: OFFICE ADDRESS (current)**
- **PERSONAL EMAIL ADDRESS (at yahoo, gmail, Hotmail, not an institution)**
- **INSTITUTION EMAIL ADDRESS (school, employer, etc.)**

EDUCATION

List ALL education and postgraduate training at degree-granting institutions regardless of whether a degree was granted, in reverse chronological order beginning with most recent or present.

- **Dates attended**
- **University / College name (spell it out - no abbreviations).**
- **Qualification / Degree name (spell it out - no abbreviations).**
- **Most Recent Cumulative GPA**
- **MCAT SCORE**
- **Thesis or Dissertation Title**
- **List of relevant modules completed.**
- **Projects: If they support your job objective.**

CREDENTIALS

- **Board Certification (medical or specialty boards)**
- **Licensure(s)**
 - **Active**
 - **Inactive**

WORK EXPERIENCE/SERVICE

- **Employers' Name**
- **Start Date – End Date**
- **Job Title**
 - **Main responsibilities x 3-6 bullet points.**
 - **Each statement should only be a single sentence.**
 - **Key skills and experience gained.**

Also include the following (if applicable):

- **Academic Appointments**
- **Administrative Appointments/Responsibilities**
- **Other Appointments/Responsibilities**
- **Endowed Position**
- **Consultantships**
- **Military or Other Governmental Service**
- **Institutional Committee Activities**

HONORS AND AWARDS

RESEARCH

- **Grants and Contracts –past 5 years**
 - **Funded**
 - **Pending**

- Other**
- Completed**
- Not Funded**
- Protocols (clinical research studies)**

- **Funded**
- **Unfunded**
- **Patents and Technology Licenses**
 - **Patents (filed, pending, issued, abandoned, expired)**
 - **Technology Licenses (executed, terminated)**
- **Grant Reviewer/Service on Study Sections**

PUBLICATIONS (published or in-press)

- **Peer-Reviewed Original Research Articles**
- **Invited Articles**
- **Editorials**
- **Other Articles**
- **Abstracts (past five years)**
- **Book Chapters**
- **Books (edited and written)**
- **Letters to the Editor**
- **Manuals, Teaching Aids, Other Teaching Publications**
- **Other Publications**

EDITORIAL AND REVIEW ACTIVITIES

- **Editor/Service on Editorial Board(s)**
- **Member of Editorial Review Board**
- **Journal Reviewer**
- **Other Editorial and Review Activities**

TEACHING

- **Within Current Institution**
 - **Formal Teaching**
 - **Courses Taught**
 - **Training Programs**
 - **Other Formal Teaching**
 - **Supervisory Teaching**
 - **Committees**
 - **Advisory Committees**
(ensures completion of course requirements and approves thesis or dissertation topic)
 - **Supervisory Committees**
(oversees thesis or dissertation research and approves thesis or dissertation)
 - **Examining Committees**
(conducts the Ph.D. candidacy examination)
 - **Direct Supervision**
 - **Undergraduate and Allied Health Students**
 - **Medical Students**
 - **Graduate Students**
 - **Postdoctoral Research Fellows**
 - **Clinical Residents and Fellows**
 - **Other Supervisory Teaching**
- **Teaching Outside of Current Institution**
 - **Formal Teaching**
 - **Courses Taught**
 - **Training Programs**
 - **Other Formal Teaching**
 - **Supervisory Teaching**
 - **Committees**
 - **Advisory Committees**

(ensures completion of course requirements and approves thesis or dissertation topic)

- **Supervisory Committees**

(oversees thesis or dissertation research and approves thesis or dissertation)

- **Examining Committees**
(conducts the Ph.D. candidacy examination)
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 - Undergraduate and Allied Health Students
 - Medical Students
 - Graduate Students
 - Postdoctoral Research Fellows
 - Clinical Residents and Fellows
- **Other Supervisory Teaching**

CONFERENCES AND SYMPOSIA

- **Organization of Conferences/Symposia (Include chairing session)**
- **Presentations at National or International Conferences**
 - Invited
 - Other, Including Scientific Exhibitions
- **Seminar Invitations from Other Institutions**
- **Lectureships and Visiting Professorships**
- **Other Presentations at State and Local Conferences**

PROFESSIONAL MEMBERSHIPS/ACTIVITIES

- **Professional Society Activities, with Offices Held**
 - National and International
 - Local/state

UNIQUE ACTIVITIES

DATE OF LAST C.V. UPDATE: Enter the date this document was created or revised