

## RESUME/CURRICULUM VITAE OUTLINE

### PERSONAL INFORMATION

- YOUR FULL NAME (first, middle initial, last, degrees)
- 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
- 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)
  - **Direct Supervision**
    - **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