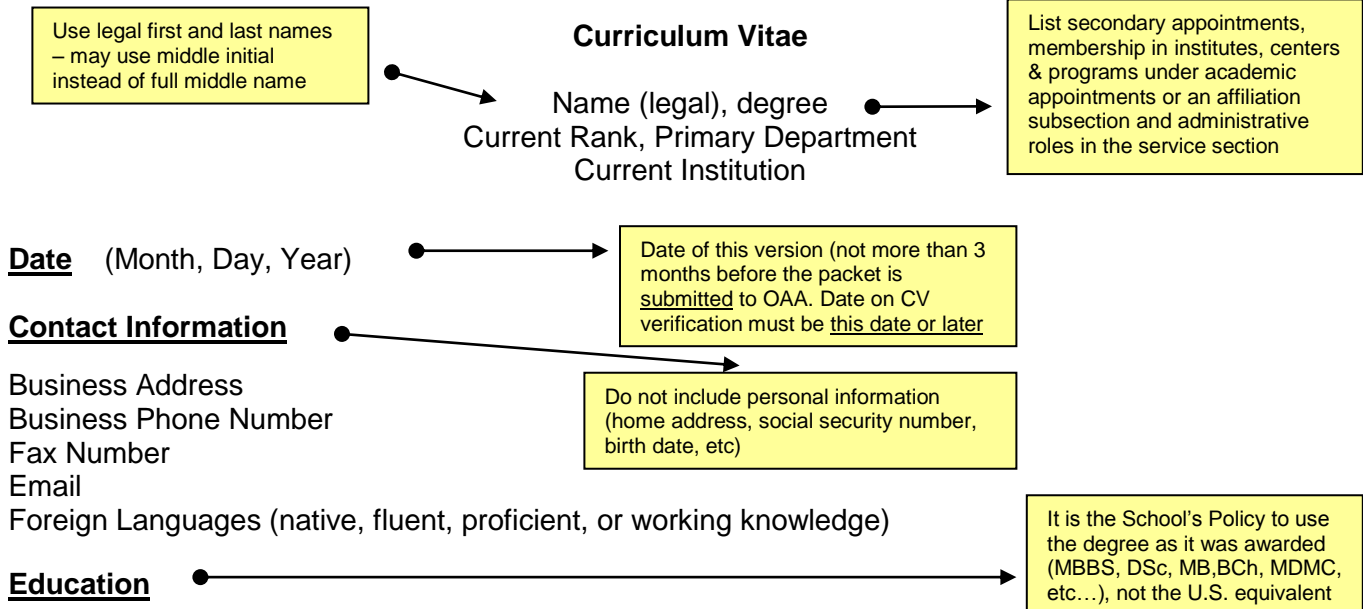


General Guidelines:

- These guidelines are not a template (**a sample CV follows after the guidelines**) **don't use bullets**, indent when needed
- The **SECTIONS** of the CV should follow this specific order (*omit heading if not applicable*)
- Use subheadings when necessary to make key information easier to identify
- One inch margins are recommended
- Use a page header or footer with Name and page # on every page except the first one
- List all information in **chronological** (oldest to newest) order within each section or subsection
- **All years from the date the undergraduate degree is received to the present must be accounted for with no gaps. Briefly explain non-employment gaps on a separate page behind the CV**
- *Be consistent with format – dates on the left margin (except as noted in sample CV), text aligned within sections, no gaps of space, one font, style and size throughout document, etc...*



- List chronologically all undergraduate and graduate education.
- Include start and end years, name of degree, name of institution, and major (may also state title of Thesis and Thesis Advisor).

Post Graduate Education and Training

- List chronologically all training positions (internships, residencies, post doctoral fellowships, etc...).
 - Include start and end years, institution, and mentor (if applicable) for each position.
- Do not repeat them under employment

Certifications (If applicable)

- List all board and/or specialty certifications with years received.
- Do NOT include the certificate number

Medical Licensures (If applicable)

- List all medical and/or other state/federal licensures with year issued and status (*active* or *inactive*).
- Do NOT include the license number

Military Service (If applicable)

- Provide rank, location of service and dates.

Employment History



Academic Appointments

- List chronologically the years (beginning and end), title, department and institution for all volunteer, part-time, full-time faculty positions attained by appointment, promotion and/or change.
- If tenured, give year when tenure was awarded.

Other Employment

- Include other paid positions, giving position held, department, institution, & location.

Professional Society Memberships

- Report years and type of membership for each professional society (current or past) Leadership positions in the societies should be listed in Administrative Service section

Honors and Awards

- List chronologically: year awarded, name of award and/or awarding institution, and nature of award if not apparent

Clinical Activities (If applicable)



Keep details brief and in lists instead of paragraphs of text

- Include years on left margin when applicable
- Describe clinical expertise (include description of any specific clinical techniques)
- Describe scope of clinical practice:
 - Site of primary practice and size (Hospital, VA, affiliated hospital, etc...)
 - Total number of patients/procedures conducted in a given time period
 - Number of referrals received
 - Responsibilities with practice (leadership/administrative roles)
 - Total time spent in clinical duties
- Describe innovative techniques that have changed or influenced practice.
- Describe any modifications to clinical enterprise
- Describe development of any clinical programs

Administrative Service

Institutional Service

- List years, committees serviced or chaired; including: department committees, SOM committees, hospital committees, VA committees, special assignments, etc...
- Include a subsection for each institution if there are numerous activities at several institutions
- List significant administrative roles.



For Associate Professor and Professor ranks only – when listing major administrative roles, it is helpful to include a brief list of any “outcomes” that were a result of your efforts.

For example:

2006 Medical Director, Generic Health Clinic, University of Maryland Medical Center
**Oversees staff of 20 and budget of \$4.2 million. Provides oversight to quality of care, seeing over 50,000 patient visits per year

If currently employed by a non-academic institution, include equivalent academic rank
UMSOM faculty appointments must be attributed only to the **University of Maryland School of Medicine** – not the VA, UMH, UMMC, UMMS, UMCC, etc...
All years from the date the undergraduate degree is received to the present must be accounted for with no gaps.

Local and National Service

- Separate local service from national service if numerous listings for each.
- List years of service, role, and name of organization. ● →
- Clearly identify any key conferences that you organized.
- Include estimated number of reviews per year after each journal. Ex: (2x/yr)

Italicize journal names if you were a reviewer or on an editorial board.

For example:

2000 Member, Membership Committee, American Board of Physicians
2001 Editorial Board Member, *Journal of Neuroscience*
2002 Member, Alcohol and Toxicology Study Section, NIH
2003 Ad Hoc Reviewer, *Journal of Biological Chemistry* (2x/yr)
2004 Examiner, American Board of Internal Medicine
2005 Convener, Gordon Conference, Baltimore, Maryland

Teaching Service

- List chronologically all current and past teaching responsibilities, keeping basic sciences separate from clinical sciences.
- **Separate student teaching from resident teaching**
- Quantify/detail teaching responsibilities by including course numbers, hours/week spent in the classroom number of students in course.
- List significant mentoring activities (especially if no formal teaching experience) and detail number of students/fellows/residents supervised and time spent with each
- Include role and nature of responsibilities if not self-evident.
- For clinical duties outline major clinical activities including attending, rounds, clinics etc...

For example:

2005 Attending Physician In-patient Service, 1 resident, 2 interns, 2 jr. students, 1 fellow
8 hours/day, 2 months/year

For example:

2006 Lecturer, Cardiovascular Physiology
Integrative Physiology Course (MPHY501.601)
150, 1st year medical students – 3 contact hours/yr

Grant Support

Active Grants

Pending Grants

● → **For Associate Professor and Professor promotions only – if a grant proposal is pending, the “pink sheets” or reviewers’ comments may be submitted together with any assessment of likelihood of funding

Completed Grants

- List grants chronologically by start date in separate sections for active, pending or completed.
- Pending grants - include only grants that have actually been submitted, including date the grant was submitted
- **List all extramural and intramural grants**
- Separate contracts from grants
- **For every grant or contract listed you must provide the following information:**
 - Effective dates: mm/dd/yy – mm/dd/yy (beginning & end)
 - Role and % Effort in each project (be very specific and give precise role designated on approved grant; PI, Co-Inv, MPI, Site PI, collaborator, etc...)
 - Name of PI if other than you

● ↗ The percent effort on all active grants should not add to more than 99% total (unless VA grants are involved)

- o Project title
- o Type of grant and/or contract (e.g., R01, collaborative projects, multi-center trials, contract, private foundation, etc...)
- o Funding agency (note whether or not grant is peer-reviewed)
- o Date submitted if grant is pending (status, if known)
- o Include the costs and indicate if they are direct or indirect costs and if they are for the current year and/or for the total grant period (provide costs for your portion of grant if applicable)
- o If not PI, include a one line explanation of role

For example:

02/01/98 – 06/30/02 (PI, 20%)
 "Effects of Aspirin on Hypertension"
 VA Merit Review Award
 Annual Direct Costs: \$137,500
 Total Direct Costs: \$550,000

For example:

07/01/07 – 06/30/11 (Co-Inv, 10%; PI - J.Schmoe)
 "Effects of Aspirin on Hypertension"
 NIH/NIA R01 AB12345
 Annual Direct Costs: \$100,000
 Total Direct Costs: \$500,000

**If not PI, a one line explanation of role should be included here*

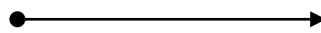
Patents, Inventions and Copyrights (If applicable)

- List all patents, inventions and/or copyrights issued, indicating which
- Only include patents that have received a number.

Publications

- Publications should be **numbered** within each section; **single spaced** (even between listings) and listed in **chronological** (oldest to newest) order.
- Separate publications according to the following headings (you may use additional subsection headings as you deem necessary):

Peer-reviewed journal articles



Be sure to separate all non-peer-reviewed articles from peer-reviewed articles.

Submitted or In-Revision Peer-reviewed journal articles

(Articles being prepared for initial submission, but not yet submitted, should **not** be included on the CV)

Non-peer-reviewed journal articles

Web based journal articles

Books

Book Chapters

Abstracts and/or Proceedings

Other Brief communications (letters to editor, etc...)

Published Multimedia (including software, audio, videotapes, etc...)

For all publications in all sections:

- Include last names and initials of all authors and underline or **bold** own name in each reference
- It is the School's general practice that the FIRST AUTHOR is the PRIMARY AUTHOR (person who had primary responsibility for the day-to-day activities of the project) and the LAST AUTHOR is the SENIOR AUTHOR (person who is the overall director of the research project) **If this is not the case then mark as such:**
 - denote the primary author with an asterisk (*)
 - denote the senior author with a pound symbol (#)
 - Note if official 'co-first' authorship was on the title page of the publication
- Provide complete bibliographic information (title, name of source, volume, page numbers, year, etc...)
- Do not list publications that are "in preparation"
- "In Press", "Accepted", "Submitted" or "In Revision" articles: Include in the appointment or promotion packet, a letter or email of acceptance from the journal editor indicating the specific article has been accepted for publication (*For APT Committee level reviews only*).
- If not first or senior author on a publication but made a significant contribution, include a one line description of the role after the listing.

Major Invited Speeches

- Separate and **chronologically** list all local, national and international invited lectures.
- **Number them continuously through subsections** (and single space between them).
- Specify title of presentation, inviting organization (Medical school, hospital, local or national society, etc...), location, and date (year).

Proffered Communications

- List **chronologically** oral or poster presentations that were not by special invitation and did not result in published abstracts.
- **Number them** (and single space between them).

Most Common CV Mistakes:

- Using large margins, bullets, borders, or including personal information
- Omitting information (dates, teaching details, grant details, service details, pending grants)
- Not putting items in **chronological order** (oldest to newest)
- Not separating information into subheadings
- University of Maryland Medical School instead of
University of Maryland School of Medicine or UMSOM
- Including license numbers (these are confidential and should NOT be included)
- Pagination errors – heading at the bottom of one page, the section beginning on the next page
- Not underlining or putting name in bold in publications
- Incomplete citation information for publications
- Publications listed more than once
- Incorrect numbering of publications (skipping numbers or using the same number for two)
- Including 'in preparation' publications ('In Press', 'Accepted', 'Submitted', and 'In Revision' articles can be included if the letter or email from the editor is submitted with the CV *for APT level reviews*)
- **Not proof-reading** to catch these mistakes

***Sample CV follows on next page

Revised 10/7/16

SAMPLE CV

Curriculum Vitae

Name, degrees

Assistant Professor, Department of (official department name)

University of (current institution)

Date August 1, 2016

Contact Information

Business Address: Department of xxxxx
Street address, Room number
City, State zip code

Business Phone Number: (410) 999-9999

Fax: (410) 999-9999

Email: email address

Foreign Languages: French (working knowledge)

Education

9999 - 9999 B.S., Biology, Princeton University (Magna Cum Laude)

9999 - 9999 M.D., University of Arizona School of Medicine

9999 - 9999 Ph.D., Neuroscience, Columbia University, Thesis Advisor – name
“Title of thesis” (optional)

9999 - 9999 M.P.H., Johns Hopkins School of Public Health, Epidemiology

Post Graduate Education and Training

9999 - 9999 Internship, Institution Name

9999 - 9999 Residency, Orthopaedic Surgery, Institution Name

9999 - 9999 Fellowship, Neurology, Institution name

Certifications

9999 American Board of (*specialty*)

9999 American Board of (*subspecialty*)

Medical Licensures

9999 Inactive, California

9999 Inactive, New York

9999 Active, Maryland

Employment History

Academic Appointments

9999-9999 Clinical Instructor, Neurology, UNC School of Medicine
9999-present Assistant Professor, Neurology, UMSOM

Professional Society Membership

9999-9999 General Member, American Psychiatric Association
9999-present General Member, American Public Health Association
9999-present Fellow, American Psychiatric Association

Honors And Awards

9999 John Doe Award, University of Texas School of Medicine, awarded for distinguished performance in medicine
9999 Jane Doe Award, University of California, awarded for distinguished clinical performance as an intern

Clinical Activities

Clinical Expertise

Board certified neurologist
Additional board certification in the sub-specialty of multiple sclerosis
Clinical and research focus are in the area of infectious diseases and psychiatry

Scope of Clinical Practice:

9999-present John Doe Clinic (type of clinic)
~180 patients per year
leadership/administrative role
35% FTE

Development of any Clinical Programs:

Detail brief and in list, giving years when applicable

Administrative Service

Institutional Service

9999-9999 UMSOM Institutional Review Board
9999-present Representative, School of Medicine Council
9999-present Director of special service
9999-present Interviewer, UMSOM Admissions Committee

Local and National Service

National Service

- 9999-present *Ad Hoc* Reviewer, *Journal name (2x/yr), journal name (4x/yr), journal name (1x/yr)*
9999-present Abstract Reviewer, *Association name*
9999 Member, NIH Study Section, Name of study section
9999-present *Ad Hoc* Reviewer, *journal name (3x/yr), journal name (1x/yr), journal name (2x/yr), journal name (1x/yr), journal name (4x/yr)*

Local Service

- 9999 Consultant, Maryland Advisory Board on Neurology
9999- present Reviewer, State of Maryland Community Association

Teaching Service

Undergraduate Student Teaching

- 9999 Mentor, Summer Research Training Program
1 undergraduate, daily contact for the summer

Medical Student Teaching

- 9999-9999 Small Group Discussion Leader, Name of course (course number)
5-7, 2nd year medical students - 3-4 contacts hours/year
9999-present Mentor for Medical Student
1, regular (no less than quarterly) meetings with medical student

Resident and Fellow Teaching

- 9999-present Name of course (course number)
4-8, 2nd year residents - 48 contact hours/year
9999-present Name of course (course number)
2-3, Infectious disease residents and fellows - 1 contact hour/year

Post-Graduate Teaching

- 9999-present Research Mentor
1, post-graduate, 6 hours per week

Grant Support

Active Grants:

mm/dd/yy - mm/dd/yy (PI: 75%)
"Title of grant"
National Institute of Drug Abuse, K23 DA999999
Annual Direct Costs: \$999,999
Total Direct Costs: \$9,999,999

mm/dd/yy – mm/dd/yy (Co-Inv 10%) PI: J. Doe
"Title of grant"
NIH R01 MH999999
Annual Direct Costs: \$99,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

mm/dd/yy – mm/dd/yy (Site-PI, 5%) PI: J. Doe
"Title of grant"
Center for Disease Control
Annual Direct Costs: \$999,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

Completed Grants:

2004-2007 (PI, 25%)
"Title of grant"
University of Maryland Intramural Grant
Annual Direct Costs: \$99,999
Total Direct Costs: \$99,999

2005-2007 (Co-Inv 20%) PI: J. Doe
"Title of grant"
NIH, NIMH, R01MH 999999-99
Annual Direct Costs: \$999,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

Publications

Peer-reviewed journal articles

1. Smith, AA, **Jones S**, Doe NJ, Yang NG, Johnson DC. Title of Article. Journal Name. 1995 Jul;96:148-150. (*determined analytic method, ran analyses, provided statistical interpretation*)
2. **Jones S**, Taylor SF, Goldman RS, Thompson R. Title of Article. Journal Name. 1996 Feb 1;39(3):227-229.
3. **Jones, S.**, Lester, J., Goldner, R., Doe J., Smith L, Johnson DC. Title of Article. Journal Name. 2008 (In Press).

Submitted or In-Revision Peer-reviewed journal articles

1. **Jones, S.,** Smith, J., Goldman, S., Doe J., Smith L, Johnson MJ. Title of Article. Journal Name. 2015 (Submitted).

Non-peer reviewed journal articles

1. **Jones, S.** Title of article. Journal Name.1998:13(2):13
2. **Jones, S,** Smith, O. Title of Article. Name of Journal.2000:20(2):149-162.

Book Chapters

1. **Jones S,** Power N, Doe NJ, et al: Title of Chapter, Name of Book, Edited by Smith J, Doe J, New York, Haworth Press, 2007.

Major Invited Speeches (number entire section continuously, through each subsection)

Local

1. **Jones, S.,** Title of speech, Inviting organization, Location, 2005
2. **Jones, S.,** Title of speech, Inviting organization, Location, 2006

National

3. **Jones, S.,** Title of speech, Inviting organization, Location, 2006

International

4. **Jones, S.,** Title of speech, Inviting organization, Location, 2007

Proffered Communications

National

1. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2002
2. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2004
3. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2007

George Sample, MD
Explanation of Time Gaps on CV

1998-1999 Preparing for ECMFG exams and transition to the US

2004-2006 Caring for my young children