**CURRICULUM VITAE**

**FOR**

**CWRU SCHOOL OF MEDICINE**

**March 4, 2021**

**PERSONAL INFORMATION**

Name; last, first middle Doe, Jane B.

Credentials; MD, PhD, etc. DO, PhD, MBA

Institution & Institute

Department

Office Address & Mail Code

Office Phone

Office Email

Home Address (Optional)

**EDUCATION & TRAINING**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~There should be no time gaps after you receive your medical degree! Between the sections of education, post-

 graduate training, professional appointments, and academic appointments there should be no time gaps over 3-4

 months. Explain all time gaps in the section where it applies. Example; studying for USLME exam and applying

 for residency would be listed under Post-Graduate Training.

 ~List start-end dates as mm/yyyy-mm/yyyy format.

**Education**

 ~List all education after high school; start with undergraduate degree, master’s, MD, etc.

 ~List school and city, state; only add country if outside of United States.

 ~If you have a unique situation regarding your college / university education, explain it briefly.

School & City, State / Country

Degree

Start-End Dates

School & City, State / Country

Degree

Start-End Dates

**PhD Thesis**

 ~Delete PhD thesis section if it does not apply to your situation.

Title

Thesis Committee Members

**Post-Graduate Training**

 ~Begin with internship year and move forward chronologically, **from oldest to most recent**.

Institution & City, State / Country

Position

Start-End Dates

Institution & City, State / Country

Position

Start-End Dates

Institution & City, State / Country

Position

Start-End Dates

**ACADEMIC APPOINTMENTS**

 🡪**List from MOST RECENT TO OLDEST in this section!!!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~This section is where you will list academic positions you have been appointed to.

 ~This is where you will list your past and current CCLCM appointments.

 ~If you were a combined faculty and staff member at a university medical center and had one title, list the position in the Professional Appointments section, not here.

 ~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

Rank & Department

Institution & City, State / Country

Start-End Dates

Rank & Department

Institution & City, State / Country

Start-End Dates

Rank & Department

Institution & City, State / Country

Start-End Dates

**PROFESSIONAL APPOINTMENTS**

 🡪**List from MOST RECENT TO OLDEST in this section!!!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~This section is where you list professional positions you have been hired / paid for.

 ~There should be no time gaps! Between the sections of education, post-graduate training, professional

 appointments, and academic appointments there should be no time gaps over 3-4 months. Explain all time gaps in

 the section where it applies. Example; staying home to raise children after training would be listed under

 Professional Appointments.

 ~If you were volunteering for a committee, it should be listed under Committee Service section instead.

 ~If you were a combined faculty and staff member at a university medical center and had one title, list the position in this section only.

 ~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

Position

Institution & Institute

Department

City, State / Country

Start-End Dates

Position

Institution & Institute

Department

City, State / Country

Start-End Dates

Position

Institution & Institute

Department

City, State / Country

Start-End Dates

**ADDITIONAL CAREER DEVELOPMENT**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~Include activities, courses, lectures, or training attended to enhance the candidate’s skills as an educator, leader, and staff member.

 ~List position / title of the course, institution / department, and date in mm/yyyy format.

 ~Do NOT include CME courses you have taken.

 ~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

**Leadership Development**

~List any training that continued development of your leadership abilities in the work environment.

School / Institution

Title /Certificate

Start-End Dates

**Educator Development**

 ~List any training you attended that provided you further development as an educator.

School / Institution

Title / Certificate

Start-End Dates

**Clinical Development**

 ~List any clinical training that improved your skills in your focused discipline and or pushed the development of skills in other areas.

School / Institution

Title / Certificate

Start-End Dates

**CERTIFICATION & LICENSURE**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~Do not list test you passed before getting hired (USMLE or ECFMG).

 ~This section is where you will list all board certification and state medical licenses.

 ~List the date your certification or license was issued and the date it will expire in yyyy-yyyy format.

**Certification**

Name of Board

Certificate Number (if applicable)

Date Issued & Expires

Name of Board

Certificate Number (if applicable)

Date Issued & Expires

**Licensure**

 ~Do not list trainee medical licenses.

Name of State Medical Board

License Number

Date Issued & Expires

Name of State Medical Board

License Number

Date Issued & Expires

**MEMBERSHIP IN PROFESSIONAL SOCIETIES**

 ~**List chronologically, from oldest to most recent.**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~This section is where you will list all professional societies you belong to currently or in the past.

 ~List your role / title, which can be member, fellow, vice chair, president, etc.

 ~List the date your role began and the date it will end in yyyy-yyyy format or yyyy-present.

Name of Society

Role / Title

Start-End Dates

Name of Society

Role / Title

Start-End Dates

**PROFESSIONAL SERVICES**

 ~ **List chronologically, from oldest to most recent in every subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~Beware of listing Predatory Journals that do not publish; listing these can hurt your application. To check if the journal is predatory, go to this Cleveland Clinic Library site: where2pub.lerner.ccf.org/about.

 ~This section is where you will list all professional / administrative service you have provided to societies, journals, etc. These serve as the service activities which can distinguish you as having good “professional citizenship” and can be considered when choosing your secondary area of excellence.

 ~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

 ~Delete any section that does not pertain to you or add a new section if needed.

**Editorial Board Membership**

 ~Do NOT list any predatory journals that show 300+ editorial board members on their website and never publish

 anything; it will NOT help your application.

 ~If you have a title other than Editorial Board Member, please list it (editor-in-chief, associate editor, etc.).

Journal 1

Start-End Dates

Journal 2

Start-End Dates

**Manuscript Reviewer**

 ~This is where you list Journals you review / serve as an Ad Hoc Reviewer.

Journal 1

Start-End Dates

Journal 2

Start-End Dates

Journal 3

Start-End Dates

**Study Sections/ Grant Review Committees**

Organization

Section / Committee

Start-End Dates

Organization

Section / Committee

Start-End Dates

**Advisory Groups**

 ~This includes foundations, organizations, industries, corporations, societies, etc.

Organization

Title

Start-End Dates

Organization

Title

Start-End Dates

**COMMITTEE SERVICE**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~This section is where you will list all the committee service you have participated in. These serve as the service

 activities which can distinguish you as having good “professional citizenship” and can be considered when

 choosing your secondary area of excellence.

 ~List your role/title which can be member, vice chair, advisor, etc.

 ~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

 ~Delete any section that does not pertain to you or add a new section if needed.

**International**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**National**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Regional / Midwest**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Hospital Affiliate**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Educational Committees**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**HONORS & AWARDS**

 ~**List chronologically, from oldest to most recent.**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~Do not list test you passed before getting hired (USMLE or ECFMG).

 ~List all honors and awards beginning with Medical School and NOT prior.

 ~From this section down is where you can type or copy/paste your information from your current CV.

 ~List the tile of the honor/award, institution received from, and when you received it; in mm/yyyy format.

**TEACHING ACTIVITIES**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~From this section down is where you can type or copy/paste your information from your current CV.

 ~Delete any section that does not apply in your situation.

**Curriculum/ Course Development**

 ~If you designed the entire curriculum / course, it should be listed here and a course description should be

 provided in your personal statement or your teaching portfolio (even if teaching is only your secondary area of

 excellence, you can still create a short teaching portfolio to highlight your contributions and dedication).

 ~Anything less than creating an **entire course** should be listed under Teaching Material Produced section instead.

 ~List title, institution, date in mm/yyyy or yyyy format, hours it took to create, and audience (trainees, staff, etc.).

1.

**Invited Lectures**

 ~Title, institution, group, date in mm/yyyy format.

**International**

1.

**National**

1.

**Regional**

1.

**Local**

1.

**Grand Rounds**

 ~Title, institution, group, date in mm/yyyy format.

**International**

1.

**National**

1.

**Regional**

1.

**Local**

1.

**Visiting Professorships**

 ~Title, institution, group, date in mm/yyyy format.

1.

**Other Presentations**

 ~List all types, including post-graduate and continuing medical education.

 ~A National meeting held in Cleveland should be placed under National presentations, not Local.

 ~If an abstract is not published, it should be listed here and if it was a poster presentation or platform presentation;

 the exact type should be noted.

 ~List title, group, **audience (trainees, staff, etc.)**, date in mm/yyyy format.

**International**

1.

**National**

1.

**Regional**

1.

**Local**

1.

**Trainees / Mentees**

 ~Current and former trainees; under-graduate, medical students, master’s level trainees, PhD candidates, residents,

 and fellows for who you were their supervisor or mentor.

 ~You can break into subsections for each level of trainee if you choose.

 ~List name, years of training in mm/yyyy-mm/yyyy format, and their current status (if you don’t know say that).

1.

**Teaching Material Produced**

 ~This is where any creation of teaching documents can be listed (not the development of an entire course, see Curriculum / Course Development section to list that).

 ~List title, **audience (trainees, staff, etc.)** and date developed in mm/yyyy format.

1.

**Teaching Administration**

 ~List teaching positions (educational liaison, residency / fellowship director, associate program director, etc.).

 ~List title, institution, and start-end dates in yyyy-yyyy format.

1.

**Teaching Activities**

 ~This includes lectures to trainees, teaching rotations, M&M conferences, etc.

 ~Your audience can include teaching of medical, graduate, post-graduate and under-graduate students and house officers, as well as teaching in undergraduate and other professional schools of the university.

 ~Note the frequency of the contributions, the number of actual contact hours, and additional input such as planning, evaluation, and coordination.

 ~If any activity is done multiple times a year or on a regular basis, list the number of times per year and list the dates in yyyy-yyyy format; do NOT list each one separately. For a one-time event, list date in mm/yyyy format.

 ~List activity, time spent, **audience (type of trainees)**, and start-end dates in yyyy-yyyy format.

1.

**RESEARCH / GRANT SUPPORT**

 🡪**List from MOST RECENT TO OLDEST in this section!!!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~List all present and pending grants first, then list past grants.

 ~List ALL details shown below, AND *if you are site PI for seminal trials, list if the site met enrollment targets*.

 ~Delete this section if it does not apply in your situation.

Sponsor Agency and ID #

Title of Grant

Your Role if not PI

Percent Effort

Percent Salary Support

Total Direct Costs Awarded

Start-End Dates

**BIBLIOGRAPHY**

 ~**List chronologically, from oldest to most recent in each subsection!**

 ~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

 ~Each section should be numbered separately!

 ~**Bold your name** and you must list ALL authors (no et al.).

 ~Each item / article should only be listed once; do not list the same work in multiple sections.

 ~To avoid listing Predatory Journals, many can use Cleveland Clinic’s Floyd D. Loop Alumni Library site:

 [where2pub.lerner.ccf.org/about](file:///%5C%5CCC.AD.CCHS.NET%5CWORLD%5CSHARED%5CEDU%5CCCLCM%5CFacultyAffairs%5CProjects%5C%5E%5E%5EMAGGIE%20info%5CMaggie%3B%201%20CV%20Template%5CFINAL%20DRAFT%20VERSIONS%5Cwhere2pub.lerner.ccf.org%5Cabout) to search for high impact journals (only available at Cleveland Clinic facilities that

 are covered by the Alumni Library's agreement with the company).

 ~If you were a co-author with your trainee, note in the beginning of each section (Served as mentor for those

 denoted with \*).

 ~Published or in press articles. If you choose, you can also list those that have been submitted or are in preparation

 as long as you note “in preparation” or “submitted.” *Remember to remove the note later if you submit an updated*

 *CV and article has now been accepted.*

 ~Delete any section that does not apply to you.

**Peer Reviewed Articles**

 **~**List author/s [no et al.], title of article, journal, year, volume, pages.

 ~For Team Science, indicate your role/contribution.

1.

**Edited Books, Monographs or Journal Volumes**

 ~List editor/s, title, year, volume if applicable, publisher, city.

1.

**Invited, Non-Peer Reviewed**

 ~List author/s, title of article, journal, year, volume, pages.

1.

**Book & Book Chapters**

 ~List published or in press ONLY.

 ~List author/s, title of chapter and book it is in: author/s, title of book, edition, city, state: publisher, year, pages.

1.

**Patents**

 ~List U.S. or Foreign Patent #, title, author/s, date received or date filed in dd/mm/yyyy format, and whether

 or not it is pending or approved.

1.

**Media Appearances & Coverage / Podcasts**

 ~TV or radio interviews, print, and social media involvement.

 ~List author/s, title of work, date, type of medium.

1.

**Software / Application Development**

 ~List author/s, title of work, date, type created.

1.

**Editorials**

 ~List author/s, title of editorial, journal, year, volume, pages.

1.

**Letters**

 ~List author/s, title of letter, journal, year, volume, pages.

1.

**Abstracts**

 ~Published in medical journals, list: author/s, title of abstract, journal, year, volume, pages.

 ~List unpublished abstracts in section Teaching Activities, subsection Other Presentations.

1.

**Abstract Presentations**

 ~Presented published abstracts, list: author/s, title of abstract, journal, year, volume, pages, meeting, location, and

 meeting date in mm/yyyy format.

1.