

GENERAL GUIDELINES FOR PREPARING YOUR CURRICULUM VITAE

The key to an effective CV is that it be a reflection of you, highlighting your abilities, accomplishments, and personality in a concise, professional way.

QUALITIES OF AN EFFECTIVE CV

- Easy to read
- Clear and concise
- Comprehensive but concise
- Correct
- Honest

WHEN PREPARING YOUR CV, *you should*

- Prepare your CV in a professional manner. Spend the extra money to have your CV professionally printed. The CV should be free of grammar and spelling errors.
- Use space, bolding, and font size to create a document that is pleasing to the eye and highlights your accomplishments. Remember simplicity = elegance. Avoid the temptation to use glitz.
- Proofread, proofread, proofread. Then give it to two other people to proofread.
- Use strong verbs, whenever possible, instead of a string of weak nouns, adjectives, or adverbs.

accomplished
administered
completed
controlled
designed
elected
guided
invented
organized
produced
published
responsible for
sold
trained

active member
analyzed
conceived
coordinated
developed
established
implemented
launched
participated in
proficient at
recorded
revised
solved
wrote

actively
awarded
conducted
created
directed
expanded
improved
managed
performed
promoted to
reorganized
scheduled
strengthened

adapted
chairperson
constructed
demonstrated
effected
generated
influenced
negotiated
planned
proposed
researched
set up
supervised

CURRICULUM VITAE DISASTER AREAS

- Confusing or illogical organization
- Unexplained time periods
- Exaggerations or "padding"
- Insufficient or contradictory information
- Poor appearance or format
- Incorrect grammar or word usage, misspellings, typographical errors
- Poor photocopy
- Lack of name, address or phone number

WHEN PREPARING YOUR CV, *you should not*

- Include extraneous personal information, such as age, height, weight, marital status, sexual preference, religious, political or social affiliations.
- Include a photograph unless it is specifically requested.
- Decrease or extend margins to get more on one page; instead, eliminate redundancies and unnecessary words.

ORGANIZATION OF THE CV

An effective CV is organized into sections to make the information more accessible for the reader. The relative emphasis given to your clinical vs. community service vs. research vs. teaching accomplishments may vary according to the nature of the job that you are applying for but the following is a typical organization of the CV:

- **Heading** with personal data, including your full name, address, telephone number and fax numbers and email.
- **Education and Training** in **reverse** chronological order. Dates are important. If there are lapses, be prepared to explain them.
- **Specialty Board Status**
- **Medical Licensure**
- **Professional Experience.** Include your title, if any, name and address of organization, and dates.
- **Honors and awards.** Name of honor or award, date awarded.
- **Membership in Professional Organization.** Name of organization, office held, dates.
- **Research Projects.** Name of project. Name of director. Include names of colleagues, if any, place, address, and dates.
- **Teaching Experience.**
- **Community Service.**
- **Publications.** Use standard bibliographic form. List is chronologic order.

CV Guidelines for Appointments, Reappointments, and Promotions at Stanford

Any informative CV format is acceptable as long as it comprehensively communicates scholarly activities. The following outline includes information typically provided in anticipation of committee review. Candidates should be encouraged to review the list carefully, as it includes some items that are required, as noted. For example, Stanford requires that peer-reviewed (intended to delineate original work) and non peer-reviewed publications be listed separately. In addition that the University long forms will in many cases specify requirements for information.

- I. Personal Information
- II. Educational Background
- III. Professional Appointments
- IV. Honors and Awards
- V. Scholarly Publications: (recommend bold font for candidate's name)
 - A. Peer reviewed journal articles (original work)
 - B. Non peer reviewed journal articles, reviews, editorials, etc.
 - C. Book Chapters
 - D. Books
 - E. Special materials (editorials, letters, epitomes)
 - F. Digital publications (software, online writings, and other scholarly digital creations)
 - G. Abstracts not published in other forms
- VI. Editorial Service
 - A. Editorial board memberships
 - B. Other peer review activities
- VII. Grants (Include role (eg PI), granting agency, type (eg K-08, R-01), and term but NOT dollar amount)
 - A. Current Funding
 - B. Pending Funding
 - C. Prior Funding
 - D. Patents
 - E. Service as grant reviewer
- VIII. University Administrative Service
 - A. Committee service
 - B. Leadership roles
- IX. Service to Professional Organizations
 - A. Membership
 - B. Committee service
 - C. Leadership roles
- X. Presentations
 - A. National and Regional Meetings
 - B. International Meetings
 - C. Visiting Professorships
- XI. Community Service

PREPARING A COVER LETTER

A cover letter should convey your interest in the position and why you are qualified.

* **Keep it one to two pages - the shorter, the better.**

* Type the letter single-spaced, with double spacing between paragraphs. Keep paragraphs short: about five or six lines each. Longer is harder to read.

* Express one thought per paragraph. Write concisely, and you can pack a lot of information into your five-to-six-line limit.

* For the type, choose 12-point Arial or Times New Roman.

* **Address your letter** to an individual by name at the prospective employer's or physician recruiter's firm. Do not use: "To whom it may concern". If you do not know whom to contact, phone the organization and ask for a suggestion.

* Spell out your general **employment objectives**. But avoid being too specific. If your objectives seem to conflict with a prospective employer's, you may not get an interview - and the chance to discover that you're a good match after all.

* **Highlight your strengths** - not just your clinical skills, but also your leadership ability and people skills. Be enthusiastic.

~~* Mention personal interests and hobbies, which help to humanize you and can be used as topics of conversation during an interview. If you're drawn to the employer's locale - you love the outdoors, say, and the organization is in Wyoming - note it.~~

Write a CV that is clear and well-organized

* **Retire the line, "References are available on request."**

* **Proofread your cover letter and CV carefully! Misspellings, grammatical errors, unclear language, poor organization, and formatting blunders such as misaligned columns or inconsistencies in spacing look sloppy and inevitably reflect poorly on your competence.**