Developing and Maintaining Your Curriculum Vitae

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Outline of Talk

- **Generalities:**
  - Your “life-long” relationship with your CV
  - How to grow and maintain your CV over time
  - How to use your CV as a “professional growth” experience

- **Specifics:**
  - Templates for different types of CV
  - Organization
My Qualifications

- I have a CV!
- .... and I’ve used it (more or less) successfully to get a job
- “On the job learner” (aka: I learned from my mistakes)
- Many thanks to Christine Gleason, M.D. for original slide (adapted)
Why putting together a CV is stressful

- Usually only occurs when we are looking for a new job or promotion
- Conjures up feelings of insecurity/inadequacy
- Fears about incorrect formatting, doing it “wrong”
- Retro-active gathering of documentation/details (dates/locations of presentations, PMCID numbers for publications)
General Advice about Your CV

- Make friends with your CV
  - It is your life story
    - Curriculum vitae = course of life
    - It is with you to the end
  - Be proud of your accomplishments!
- Don’t wait until a major life event to add to it
  - Continually maintain and update it
  - Make sure it reflects all your productivity/efforts
- Don’t falsify or lie
General Advice about Your CV

- Use your CV for your own professional development
  - Does it reflect who/what you want to be?
  - What is it lacking?
  - Use it to set future goals, evaluate priorities
- Don’t be afraid to share your CV
  - Have your mentor or others review periodically
- Request and review CV examples from others
General Advice about Your CV

- Keep a master copy and specific versions
  - Don’t delete anything on your master: what seems irrelevant now could become relevant later
  - Make sure you keep track of different versions and clearly date them

- Document everything you do
  - Nothing is too small (resident talk, curriculum development, meeting, etc.)
Purposes of your CV

- Is a record of your career trajectory
- Informs prospective employers of your qualifications and experience for a position
- Demonstrate your academic achievements for:
  - Division Head/Chair Annual Reviews
  - Appointments and Promotions committees
  - Funding agencies
  - Award committees
Inside/Outside CV

“Inside” CV: Institutional format
- Promotions committees
- Division/Department reviews
- Institutional awards/recognition

“Outside” CV: Generic format
- Job searches
- Application/nomination for national positions/awards
CV: Basic Tips

- Content and presentation are both important
- Keep it simple, readable, succinct
  - Avoid long descriptive text
- Make (and keep) it error-proof
- Information should be easy to find
- Don't repeat
- Don’t “pad”, but be thorough and complete
Curriculum Vitae

PERSONAL DATA
Birthdate: March 12, 1953
Birthplace: Long Beach, California

CONTACT INFORMATION
University of Washington, School of Medicine
Department of Pediatrics/Division of Neonatology
Seattle, WA 98195-6320
Tel (206) 543-3200, Fax (206) 543-8926
e-mail address: cgleason@uw.edu

EDUCATION
1971-1975 B.A. Brown University
1975-1979 M.D. University of Rochester
CV: Basic Tips

- Use consistent style, formatting
  - Dates: Chronological order? Reverse chronological?
  - Font: Times Roman; 12 point font; 1 inch margins
  - Headings: Bold, Caps
  - **Bold** your name in bibliography, grants
  - Date last revised—top right hand corner, 1st page
  - Header with your name/page number on each page
CV: Basic Tips

- For your external CV, don't use acronyms
- Print a copy regularly; check for irregularities
  - No heading “orphans” at the bottom of a page!
- Update regularly; date last revised on front page
  - Add new events/items as they happen
  - Changes in positions/titles
CV: Basic Tips

- Avoid big blocks of wordy, descriptive text
- Split any long lists into subcategories
- When sending paper CV, print on one side only (backside might be overlooked when copied)
Personal Data

- No Social Security number!
- DO include citizenship/visa status
- No unnecessary information
  - Marital status, etc.
- Contact information (key)
CONTACT INFORMATION
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Cell phone (preferred): (206) 898-4432
E-mail address: cstarr@uw.edu
Education

- Time to leave high school behind
- Spell out full name of institutions
- Make information easy to locate
  - Year(s)----Degree----Institution
- If currently working on a degree, put the word “candidate” after name of degree and note your expected year of graduation
EDUCATION

1971-1975  B.A.  Brown University
1975-1979  M.D.  University of Rochester
1990-1992  M.P.H.  Harvard University

If foreign degree, note US equivalent

Example:

MBBS [UK equivalent to MD in US]
Postgraduate Training

- OK to put internship and residency training together, if done at the same institution
- If there’s a gap, consider adding an explanation

1988-90: Pediatric Residency (PL 1-2), Case Western
*1990-91: Solo swim across the Atlantic Ocean
1991-92: Pediatric Residency (PL-3), Case Western
Faculty Positions

- Include:
  - Every faculty appointment and rank held
    - Acting, Instructor, Assistant, etc.
    - Adjunct or joint appointments
  - Division or Department administrative roles
    - Training program director or assistant
    - Associate Division Head
Hospital Positions

- Medical staff positions
- Clinical Program direction goes here
- Committee membership can go here or under Special Local Responsibilities
Honors/Awards

- Leave high school behind
- Explain awards, but avoid excessive verbiage
- Perhaps okay to include non-academic honors/awards, if appropriate and/or noteworthy:
  - 1980: Photographer of the Year, Life Magazine
  - 1990: Olympic gold medal, US Bobsled team
Board Certification/Licensure

- Spell out certifying Board(s) and be accurate
  - American Board of Pediatrics—General Pediatrics
- Include date of certification
- Provide accurate information regarding all medical licenses (including inactive ones)
Professional Organizations

- Note if membership is *elected*:
  - 1990- Member (Elected) Society of Great Doctors

- Include offices held:
  - 1990- Member, American Medical Association (President, 1999-2000)

- Can include non-academic organizations here too, if relevant/appropriate
  - 2005-present. Member, Board of Directors, Gates Foundation
National Responsibilities

- **Purpose**: Highlight your national recognition
  
  - **Physician-Scientists/Scientists**
    - Study sections; advisory boards/councils
    - Research society activities (session moderator, etc.)
  
  - **Clinician-Educators**
    - Educational or clinical task forces; program director organizations; legislative/policy work
    - Leadership in clinical organizations (e.g. A A P, A H A)
Local/Regional Responsibilities

- University and Hospital Committees (but do not duplicate teaching committees listed under Teaching Responsibilities)
- Community Service work (or can be listed under “Other” at end)
Teaching/ Mentoring Responsibilities

- Limit descriptive text (Appendix?)
- List courses taught or lecture series organized
- List any teaching committees & your role
- Training program direction
- List regional/national teaching roles here
- List your trainees here (and current institution)
Editorial Responsibilities

- Generally reserved for membership on an Editorial Board but...

- OK to list journal article reviewer:
  - Ad Hoc Journal Article Reviewer for:
    - New England Journal of Medical
    - Journal of the American Medical Association
    - Proceedings of the National Academy of Science
    - The Lancet
Research Funding

- Be comprehensive and use consistent format:
  - Title; project number; your role (PI, co-investigator); source; dates; annual direct costs; %effort

- Include ALL funding, internal and external
  - Active
  - Inactive
  - Pending
RESEARCH FUNDING

Active
9/1/11—8/31/16 NIH-NICHD #RO1 $450,000
“Risk Factors for Acute and Residual Bilirubin Encephalopathy”
Richard Wennberg, M.D. PI, Judith Tsui, M.D. Co-Invest (5%)

Pending
7/1/15—6/30/20 NIH-NICHD #T32 $250,000
“Global Maternal and Newborn Health Research Training Program”
Judith Tsui, M.D., PI (10%)

Completed (or Inactive)
9/15/07—8/31/10 NIH NIDA #R21 DA 022573 $250,000
“Long-term behavioral effects of neonatal pain and morphine treatment in mice”
Judith Tsui, M.D., PI (15%)
Bibliography

- Divide into designated sections
  - Manuscripts in Refereed Journals
    - Original Research
    - Editorials, Reviews, etc.
  - Book chapters
  - Published books, videos, software
  - Other publications
  - Manuscripts **submitted** (do NOT list “in preparation”)
Bibliography

- Number each work within each section
- Use consistent format throughout
- **Bold** your name
- Note/explain shared 1\textsuperscript{st}-authorship
- Consider identifying your top 4-5 publications to highlight
- Identify publications with largest impact (cited in guidelines, changed clinical practice, etc.)
Bibliography

Manuscripts in Peer-Reviewed Journals


Abstracts

- **Purpose(s):**
  - Tells about current work in progress
  - Illustrates your participation at national meetings
    - Can illustrate whether and how you *presented* the abstract (poster; platform, etc.)

- **Consider limiting the number of abstracts**
  - Recent Abstracts Presented (2005 to present)
Invited Lectures

- **Do** use consistent format
  - Title; Venue (Conference title; location); Year
- **Do not** list every talk ever given at lab meetings or to housestaff, medical students, etc. (use discretion)
- **Do** list local Grand Rounds, research symposiums, regional outreach education talks, national/international lectures
Other

- Languages (and proficiency level)
- Figure of citations of articles
- For job searches (“outside CV”), provide separate page of References (3), including contact information and relationship to you
NIH Biosketch

- Required for NIH-type applications
  - K23, R21, R01, etc.
- Format
  - Name (eRA commons), title
  - Education
  - Personal statement
  - Positions/Honors
  - Scientific contributions (New!)
  - Current funding
Back to: General Advice about Your CV

- Make friends with your CV
- Maintain your CV consistently
- Use your CV for professional development, setting goals
- Ask for feedback on your CV, look to others for examples
  - Segue to small discussions
Any Questions?

this is going to leave such a big gap in my CV