

Tips for a Successful Curriculum Vitae

SOM CV format: <http://ozone.ohsu.edu/som/faculty/pt.shtml>

1. Customize for the Intended Purpose

Is this your documentation for Promotion and Tenure?

Is this for a job search?

Is this for a speaking engagement for introductory purposes?

Customize the categories you include and the order of those categories. Make the CV work for you. For example, if the SOM format doesn't have a category for research awards and you have received awards – be sure to add such a category.

2. Attend to the details – All of them!

Maintain consistency in font size and style in headings and text.

Maintain consistency in chronology throughout.

Maintain consistency in the way you list publications and grants.

Use your Spellchecker. Get rid of acronyms or define them.

Have it proof-read by others before sending it out.

3. Don't make the reviewer hunt for the key elements.

The reviewer should have a very good sense of who you are and what you do in the first few pages.

For job searches, put the most relevant aspects for the new job at the forefront of the CV.

4. Present information on publications and presentations in the appropriate category.

Because "invited presentations" are used to determine national reputation, list these separately from other talks.

5. Choose an appropriate amount to include – avoid exhausting the reviewer.

Presentations: Reviewers will care most about "invited" presentations. You do not need to include every student or resident lecture you have given.

Teaching Activity: Summarize for ongoing teaching activities, e.g. Anatomy Course Lectures (4hrs/year); ward attending 6 weeks/year; resident lectures 10/year

6. Don't leave any holes in your chronological education/employment history.

7. Update your CV regularly.

It's more time consuming to try to re-construct several years of teaching or service just prior to going up for promotion.

Add items in all categories as you add new activities.

Instruct an admin staff person to automatically record publications, presentations and grants in a standard format.

Send yourself reminders to update your CV.