**Building a CV for a non-academic position**

**Alan Hunter, MD**

1. NOTE:
   1. CV’s: there is no ONE right way to construct a CV, but there are MANY wrong ones
2. CV AIM:
   1. To organize and transmit standard types of information to reviewers … who are reviewing a lot of candidates.
   2. Think of a CV more as a true portfolio, rather than a bio. In a portfolio you display your **best** work. In your CV, you display your work to **best** highlight your past/present/potential contributions.
3. Thus, a CV Must;
   1. Be succinct/concise
   2. Allow *breathing room* (Not crowded)
   3. Emphasize your particular assets (past contributions, experiences and POTENTIAL future contributions)
   4. Be strategic (highlight/sequence/script what you THINK is the most important portion)
   5. Follow a rational Sequence that best highlights what’s important (first!). You can sculpt the sequence of your domains as you think is most relevant to the reader of the CV. E.g.;
      1. If applying for an academic position, listing scholarship &/or teaching or curricular innovations early would be wise.
      2. For any (community/academic), specific skills that might improve operations might be listed early if they are an area of strength (e.g. quality improvement; E.H.R.; Patient Experience, Leadership, etc)
4. Length (AJH Opinion)
   1. For academic positions; ***formatting trumps length***. Don’t worry about the length (pages) of your CV. Rather be sure that it is well-organized, word-economic, and telegraphs your contributions & assets to the reader. Reviewers of academic CV’s are MORE than familiar with reviewing CV’s far in excess of 20 pages!
   2. For non-academic positions; I still think *formatting trump length*, but I would be more conscious of what is included, as 70 pages of 500 publications won’t translate well into “how will this candidate be as a provider? Communicator? Team worker?”. Hence, as above, if you are applying to a clinical position, employers are likely far more impressed with your communication skills, clinical experience, and engagement in a system, rather than education or scholarship contributions (this of course varies). Thus, while I would include major teaching & scholarship contributions, I would focus more on your QI/PI, and clinical skills potential. (I have seen some who would “supply academic contributions on request”, as a way of shortening the CV.)
5. Tips/guides
   1. personally recommend a san serif font (same font for all); putting ‘dates’ on the left, having uniform margin ‘justification’, using standard or logical sub-headings (can be larger font), ‘numbering’ lists (this is most germane for an academic CV where *counting* contributions is one – only one – part of a CV assessment), and using reverse-chronologic sequencing for all… but your education)
   2. I have included headings from the **ACP’s “Build a CV” resource link** <http://careers.acponline.org/jobs/resumes/26833685> (NOTE: I would re-sequence theirs, as I don’t think their sequence is logical ☺)

* Name & Contact Information (address/phone[s]/email/website etc)
* Summary (?)
* Employment History
* Education History
* Skills
* Languages
* Additional information (too vague for me)
* Training & Certifications
* Service contributions (AJH add’n) – e.g. Major leadership; committee work; volunteer work, Qi/PI work
* Publications (I would use scholarship)

Somewhat dated, but ‘standard’ CV formatting example (I have adapted much of this style since. Need to update)

**CURRICULUM VITAE**

**Doogie D. Howser, M.D.**

5023 S.W. Nevada Court

Portland, OR 97219

Phone: (503)-293-6659

Email: xxxxx@ohsu.edu

**Date of Birth:** this is NOT required and don’t feel obliged to put anything. I only include as you might see it on some CV templates. I used to put it, but now do not

**Marital Status:** this is NOT required and don’t feel obliged to put anything. I only include as you might see it on some CV templates. I used to put it, but now do not

* + - 1. **Current position:**

Director of Inpatient Medicine

Associate Residency Program Director

Assistant Professor of Medicine

Blah Blah University

**Work Address**: Internal Medicine Housestaff Office, L-455

Department of Internal Medicine

Oregon Health & Science University

3181 S.W. Sam Jackson Park Road

Portland, OR 97201

Phone: (503)-494-xxxx; Fax: (503)-494-xxxx

Email: xxxx@ohsu.edu

* + - 1. **Education:**

*\*\*\*List in chronologic or reverse chronologic order – whichever you prefer, but be consistent with the entire CV on which order you choose. If you graduated with any honors/scholarships you may wish to add them here as well. \*\*\**

*\*\*\*and ☺ in our current iteration we are “Oregon Health & Science University” (no “and” and no “s”)*

**Undergraduate and Graduate (Include Year, Degree, and Institution):**

*Undergraduate:*

1978-1982 Bachelor of Arts - Economics

University of xxxx

xxxx, MI

**Postgraduate (Include Year, Degree, and Institution):**

*Graduate School*

1980-1987 PhD, Interplanetary neurodevelopment (Mentor: F. S. Fitzgerald)

Cornell School of Eccentric Advanced Degrees

Ithaca, NY

*Medical School:*

1987-1991 Doctorate of Medicine

University of xxxx for Medical Sciences

xxxxx, AR

1991-1992 Intern: Internal Medicine

University of xxxx for Medical Sciences

xxxx, TX

1992-1994 Resident: Internal Medicine

Oregon Health Sciences University

Portland, Oregon

1994 -1995 Chief Resident: Internal Medicine

University of Mars School of Medicine

Vastitas Borealis, Mars

*Fellowship*

1995-1998 Gastroenterology

Department of Medicine

University of Arkansas for Medical Sciences

Little Rock, Arkansas

* + - 1. **Certification & Licensures**

**Certifications (**Include Board, Number, Date, and Recertification):

ABIM, # 112000, Certification dates: 12/31/1992 (Initial); 12/31/2002; 12/31/2012

ACLS. Expiration date: 6/30/2018

**Licenses** (Include State, Date, Status, Number, and Renewal Date):

Oregon Full License License number: MD111111 Expiration date: 12/31/2017;

* + - 1. **Professional Experience & Service Contributions**

**Hospital /Clinical Appointments (Clinical/faculty positions)**

2005-2014 Hospitalist

Haverhill Hospital

Haverhill, MA

1999-2005 Internal Medicine Associates (office practice)

Bisbee, Arizona

* + - 1. **Service Contributions**

**Professional societies:**

1985-present American College of Physicians

1999-present Society for General Internal Medicine

1961-1982 American Medical Association

**Committees (Use below format for all)**

*\*\*\*Include anything of a medically relevant nature; include any routine assemblage of individuals with a committee title, including those which you HAVE to contribute to and participate in as part of your job description; bold any leadership role that you had on these committees if applicable; as needed, succinctly call out any major products of this committee work. \*\*\**

*Leadership Roles*

1994-2001 Generic National Association Process Improvement Committee. *Role*: Chair, Sponsor: NBCTV, *Aim (s);* to improve the systems efficiency in OHSU. *Time:* 1 hr q mos mtg, with ~ 4 hrs homework; ~ 60 hrs/year. *Deliverable:* Saved the world. *Dissemination*: Shared at regional SGIM workshop. Bellingham, WA, June 13, 2015

*Membership*

1883-1993 Generic Process Improvement Committee. *Role*: member, *Sponsor:* NBCTV, *Aim(s);* to improve the systems efficiency in OHSU. *Time:* 1 hr q mos mtg, with ~ 4 hrs homework; ~ 60 hrs/year. *Deliverable:* Saved the world. *Dissemination*: Shared at regional SGIM workshop. Bellingham, WA, June 13, 2015

**Community Service:**

* + - 1. **Educational Activities:**

**Curricular Content Development & Delivery**

*Course and curriculum Development and implementation*

1994-present Internal Medicine Radiology Conference – co-Developer/organizer/facilitator

*Content Delivery*

1995-present Sophomore medical student - clinical mentor

1994-present Junior medical student physical diagnosis - clinical facilitator (weekly)

1994-present Freshman medical student “Meet the Hospital” rounds - facilitator

1995 “Ockham’s Razor on The Hill”, Department of Internal Medicine Grand Rounds, OHSU, Portland, OR. May 1995

1994 “Fulminant non-antibiotic associated *Clostridium difficile* pseudomembranous colitis following salmonella enteritis.” Alaska ACP, Anchorage, Alaska. June 1994

1994-1995 Department of Medicine; Wrote, coordinated, moderated ~ 18 interactive educational conferences during this year, under the following structural umbrella’s;

* Morbidity and Mortality Conference
* Clinical Pathological Conference
* Clinical Case Conference

1994-1995 Chief Resident Medical Lecture Series (Delivered each lecture ~ 6 times during this year)

* Acid-base Disorders
* Approach to Syncope
* Electrolyte Disturbances
* Appropriate use of Antimicrobials

1994 Cat Scratch Disease, PGY3 (Senior) resident presentation. OHSU, Portland, OR

1993 “Fulminant non-antibiotic associated *Clostridium difficile* pseudomembranous colitis following salmonella enteritis.” Oregon ACP Clinical Vignette, Eugene, Oregon, October 1993.

1993 Prosthetic Valve Endocarditis, PGY2 (Junior) resident presentation. OHSU, Portland, OR

*Small Group Facilitation*

1996-present Resident Journal Club - facilitator

1996-present Internal Medicine Interest Group - Freshman/Sophomore Course Director

**Clinical or other Educational Preceptorships**

**Scholarship of Teaching**

###### *Disseminated Curriculum Develop (Society meetings; other institution adoption; web repositories, etc)*

###### *Peer Reviewed Educational Publications*

*Other Dissemination of curricular or educational innovations*

**Educational honors and awards:**

\*\*\*a note on awards: if you have many awards that cross academic domains, then break them up & file them by Service, Scholarship, and Teaching. If you either have all one-domain or only a few awards, then it is ok to ‘adapt’ the CV with one heading (maybe at the end) “Honors and Awards for Scholarship, Service, and Teaching”. Recall – it is all how it is presented\*\*\*

\*\*\*if you receive a lot of awards I would simplify the format it such that numerous years are listed at the end of one title. I also simplify by separating isolated awards from recurrent awards (to achieve the former)\*\*\*

\*\*\*Depending; you could list out whether these were Departmental, Institutional, Regional or National. National will be weighted ‘more’, thus highlighting it would be good. Your discretion\*\*\*

See below examples

*Isolated Awards*

1977 OHSU, 1977 CME Distinguished Lecturer. Awarded at the Sommer Memorial Lectures, Multnomah Athletic Club, Portland, OR, May 19, 1977.

*Recurrent Awards*

**Faculty Marshall**

Selected in recognition of your devotion to our education and well-being as students, being an excellent role model, teaching and wisdom, and an exemplary physician.” OHSU School of Medicine Class of 2017 Hooding Ceremony. 1977, 1980, 1985, 1991, 1999, 2007, 2010, 2011, 2017

Etc…

**Department of Blah Faculty Teaching Award**

Nominated and awarded by the Department of Blah Interns & Residents, “*In appreciation for outstanding contributions to housestaff education”.* 1977, 1980, 1985, 1991, 1999, 2007, 2010, 2011, 2017, Etc…

* + - 1. **Scholarship**

***\*\*\*****number them, use standard NLM formatting, in reverse or consecutive chronologic order, but do the same for all listings. Highlight your name\*\*\**

*\*\*\*Additionally, for collaborative work where you are neither first nor senior author yet contributed meaningfully to the project, make the significance and impact of these contributions clear.\*\*\**

*\*\*\*non-traditional peer reviewed publications should be presented here as well, but label them; e.g. “a) Peer Reviewed Workshops, b) Peer Reviewed Presentations, c) Peer Reviewed Disseminated Curriculum (e.g. MedEdPORTAL, etc.) \*\*\**

**Manuscripts, abstracts, and other publications**

*Peer-reviewed Manuscripts*

# O’Glasser AY, Taylor CC, Hunter AJ. Beyond the algorithm: Implementation of a hospitalist-led pre-operative clinic assessment before cardiac surgery. [Perioperative Care and Operating Room Management](http://www.sciencedirect.com/science/journal/24056030). Available online 3 June 2017. https://doi.org/10.1016/j.pcorm.2017.05.001. PMID: xxxx

1. Rudy CC, Ballard C, Borberg C, **Hunter AJ**. Platypnea-Orthodeoxia Syndrome: A Case of Chronic Paroxysmal Hypoxemia. Accepted September 2016, Journal of General Internal Medicine. 2017 Jan;32(1):127-130. PMID: 27785666. doi:10.1007/s11606-016-3901-1

*Non-peer-reviewed Manuscripts* (same format)

*Reviews*

*Books*

*Chapters*

###### *Electronic Publications*

*Abstracts (Peer Reviewed)*

*\*\*\* use same format as Publications; number & highlight role, give sponsoring organization, meeting name, date, city, state, country (if appl) of presentation)\*\*\**

*\*\*\*This is where you would list any activity wherein you responded to a call for proposal, and your proposal was accepted (i.e.: posters, workshops, seminars, lectures). \*\*\**

*Abstracts (Non-Peer Reviewed)*

*\*\*\* use same format as Publications; number & highlight role, give sponsoring organization, meeting name,*

*Other*

**Invited Lectures, Conference Presentations or Professorships:**

*\*\*\*The ONLY presentations you should list here are those for which you were invited. “INVITED” specifically refers to any event wherein an individual or organization ASKED YOU to present on a topic. This should not include any activity where you SUBMITTED content in the hopes of being invited to present - those go under peer reviewed abstracts if they were accepted. \*\*\**

*\*\*\*number them, use standard formatting: Title, Type of presentation, Venue, Sponsor, City, State, Date)\*\*\**

International and National

Regional and Local

Institutional

\*\*\*this does not include student/resident lectures, which are better filed in Teaching, with their evidence of effectiveness in your educator’s portfolio\*\*\*

**In the News**

**Other research contributions**

2002-2006 Research assistant (or research mentee). Project: explore role of homosapiens in biodiversity of the Tonga Trench. PI: Jacques Cousteau. Role: Developed research question; wrote IRB, wrote draft funding grant (later resulted in career award for PI); recruited subjects, analyzed data, wrote manuscript and was corresponding author. Dissemination: In submission

1992-1998 The impact of television volume and channel selection on Zebra fish multiplication rates. PI: Weird Al Yankovich. Role: Developed research question; wrote IRB, wrote draft funding grant (later resulted in career award for PI); recruited subjects, analyzed data, wrote manuscript and was corresponding author. Dissemination: none; research on-going

**Honors and Awards for Scholarship:**

\*\*\*a note on awards: if you have many awards that cross academic domains, then break them up by Service, Scholarship, and Teaching. If you either have all one-domain or only a few awards, then it is ok to ‘adapt’ the CV with one heading (maybe at the end) “Honors and Awards for Scholarship, Service, and Teaching”. Recall – it is all how it is presented\*\*\*

**Personal:** Mountain and road cycling, rock climbing, mountaineering, X-C skiing, rowing, fresh air, cooking, and our daughter Mariko.