## Sample Format for Preparation of Curriculum Vitae

**Note**: This format is intended as a guide. Names of categories may be changed as needed by individuals. Not all categories may be applicable to all individuals; inapplicable ones should be omitted. The list of categories is not all-inclusive; some individuals may need to add other categories.

Date of Preparation \_\_\_\_\_\_\_\_\_\_\_

CURRICULUM VITAE

NAME:

EDUCATION:

 Undergraduate:

 College or university attended, dates (month, year), degree, date of degree

 Graduate/Professional School:

 College or school attended, dates (inclusive months, years), degree, date of degree

 Internship:

 Type, hospital(s), dates (inclusive months, years)

 Residency:

 Type, hospital(s), dates (inclusive months, years)

 Postgraduate Training

 Type, hospital(s), dates (inclusive months, years)

 College or school attended (inclusive months, years)

HONORS/AWARDS:

 Honorary Organizations

 Institutional, regional, national, or international awards — may be grouped according to educational (e.g., undergraduate, or graduate) and/or professional subcategories.

MILITARY SERVICE:

 Branch, dates served, training in service, current status

BOARD CERTIFICATION:

 Board name, date of certification

LICENSURE:

 Profession, state, number, date issued, status

SOCIETY MEMBERSHIPS:

UNIVERSITY (AND COLLEGE) APPOINTMENTS:

 Chronological order from most recent to earliest — type and rank of appointment, University or College name, location, dates (inclusive months, years)

 For UTHSC list primary appointment, followed by secondary appointment(s) and specify type of each

HOSPITAL/CLINICAL APPOINTMENTS:

 Chronological order from the most recent to earliest — name of institution, type of appointment, (active, consultant), offices held

PRACTICE/PROFESSIONAL EXPERIENCE:

 For those with any time in administration or in clinical practice (not as a faculty member)

 List chronologically from most recent to earliest

OTHER ACADEMIC APPOINTMENTS:

 Adjunct or affiliated appointments at other academic institutions

PRIVATE SECTOR APPOINTMENTS:

 For those with relevant experience in the private sector

 List chronologically from most recent to earliest

GOVERNMENT SECTOR APPOINTMENTS:

For those with relevant experience in the government sector

List chronologically from most recent to earliest

TEACHING EXPERIENCE:

 Title of course, course number — May be subcategorized as appropriate for different colleges and/or academic institutions

 Actual student contact hours or credit hours, numbers of students taught.

As applicable, indicate roles as course director, designer of course, lecturer, etc.

VISITING PROFESSORSHIPS AND INVITED LECTURES:

 List dates and locations — May be subcategorized as international, national, regional, or local

EDITORIAL APPOINTMENTS:

 Books, journals — Type of appointment

 Name of book/journal, publisher, dates of appointment or date of publication)

COMMITTEES AND OFFICES HELD:

 Include dates of service

 May be subcategorized by departmental and institutional committees, grant advisory committees, study sections, journal review assignments, offices held in organizations, national and regional committees and offices, consultant appointments and board examiner or member appointments, etc.

OTHER PROFESSIONAL AFFILIATIONS AND ACTIVITIES: (OPTIONAL)

RESIDENTS/FELLOWS/GRADUATE STUDENTS TRAINED:

 Name; degree; inclusive dates; degree awarded, if any, as a result of this training; title of thesis or dissertation

 May be subcategorized by institution

RESEARCH AND OTHER EXTERNAL SUPPORT:

 List agency from which support was received, title of the project or program, dollar amount and inclusive dates; include role in research and percent effort

 May be subcategorized by role on project or program

BOOKS AND BOOK CHAPTERS:

 Numbered in chronological sequence — Choose a citation style and be consistent throughout

 Authors in exact order (your name may be underlined, in bold, italics), title of the paper, editors, location of publisher, date of publications, inclusive pages

PEER-REVIEWED JOURNAL ARTICLES:

 Numbered in chronological sequence — Choose a citation style and be consistent throughout

 Authors in exact order, title of paper, name of journal, volume, inclusive pages, date of publication; note if letter

OTHER PUBLICATIONS: (OPTIONAL) or other appropriate category

 Subcategorize as appropriate — proceedings (full papers), relevant popular press articles, research reports (usually peer reviewed), manuals, internal publications, abstracts presented and published, abstracts presented but not published, abstracts published but not presented, computer programs and software, videos, interactive videos, educational media, computer-aided instructional materials, tutorials, etc.

 Choose a citation style and be consistent throughout a subcategory

RECENT PRESENTATIONS

Subcategorize as appropriate (invited, peer-reviewed), limit to the most recent past 5 or 10 years

 Provide title, date, location and host institution or organization

 Also consider grand rounds, in-service education at a health care facility, and training programs

PATENT APPLICATIONS AND AWARDS

 Provide title, date, and patent number and co-authors

CONSULTATION ACTIVITIES

 Subcategorize as appropriate, limit to the most recent past 5 or 10 years