

First Name Last Name, M.D., Ph.D.

Street Address
City, State zip code
(Area code) phone number
(Area code) fax number
email@address.com

[Right click and scroll down to "Edit Hyperlink" to include your email address]

You may want to include both your professional address and personal contact information. If you include personal contact information, you should create a heading (Personal contact information) and include your address, telephone number and email address. If you are using a cover letter, you should specify your preferred contact address e.g. worksite or personal.

Education

Fellowship, Your University, City, State	Years
Residency, Your University, City, State	Years
M.D., Your University, City, State	Years
B.S. in Discipline (magna cum laude), Your University, City, State	Years

Current Position

Director, Center for Whatever Your medical school or university City, State	Year-present
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Professional Experience *[Note: in reverse chronological order]*

Director, Center for Whatever Your medical school or university City, State	Years
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Chief Resident Department of Your University City, State	Years
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[Note: include only if it is an appointed position requiring an extension of the residency]

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor Department of Your University City, State	Years
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Assistant Professor Department of Your University City, State	Years
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Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, employer, location.

Years

Certification and Licensure

Diplomate, Your ABMS Board
Subspecialty Certification, Your Subspecialty Board
State Medical License (active and inactive, without numbers)

Year

Professional Memberships and Activities

[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.]

Years

Honors and Awards

[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.]

Years

Committee Assignments and Administrative Services

[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).]

Years

Educational Activities

- Identify your teaching activities here or write "See attached Teaching Portfolio."
- List in reverse chronological order, noting your role (course developer, course director, lecturer)
- Include supervision of graduate students and thesis supervision in a research setting
- Include graduate student teaching
- Identify teaching residents in a clinical setting
- Include advising responsibilities
- Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data.

Reflect the years you undertake each activity

Grants and Contract Awards

- List under sections of pending, current, and past in reverse chronological order
- Include the title of grant
- Identify the granting agency and grant number
- Note award total, demarcating total direct and indirect costs
- State your role, also identifying the PI if you are not the PI, and percent of effort
- If you include contracts use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.
- Consider using a table, as it provides a concise, visual depiction of this material.

Include the dates of each award

Editorial Board Appointments

[List in reverse chronological order]

Include relevant dates

Publications

1. List your publications in chronological order for easy updating
2. Number these and highlight your name in bold
3. Follow this order - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts
4. Note: if you're not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator

Include relevant dates

Abstracts and Presentations

Oral Presentations

National/International Meetings

Local/Regional Meetings

Posters

National/International Meetings

Local/Regional Meetings

[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Other Creative Products

[List CDs, simulations, films, websites, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]

Patents and Technology Transfer

[List in chronological order to permit each updating

Include and patent pending or patent applications – with dates of filing.

List any technologies licensed to industry or others (military, etc) with dates of licensure or filing]