

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, MD 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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Assistant Director, Computer Science Training Program

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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

- 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. AAP, AHA)

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

“Risk Factors for Acute and Residual Bilirubin Encephalopathy”

Richard Wennberg, M.D. PI, **Judith Tsui, M.D. Co-Invest (5%)**

Annual Direct Costs

\$450,000

Pending

7/1/15—6/30/20 NIH-NICHD #T32

“Global Maternal and Newborn Health Research Training Program”

Judith Tsui, M.D., PI (10%)

\$250,000

Completed (or Inactive)

9/15/07—8/31/10 NIH NIDA #R21 DA 022573

“Long-term behavioral effects of neonatal pain and morphine treatment in mice”

Judith Tsui, M.D., PI (15%)

\$250,000

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 1st-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

- **Tsui JI**, Martin RJ, Anderson JV, Carlos WA, Sanniti K and Fanaroff AA (1983) Optimal position for spinal tap in preterm infants. *Pediatrics* 71: 31-35.
- **Tsui JI** and Rudolph AM (1985) Gluconeogenesis by the fetal sheep liver *in vivo*. *J Develop Physiol* 7: 177-183.
- **Tsui JI**, Rudolph C, Itskovitz J, Bristow J and Rudolph AM (1985) Lactate uptake by the fetal sheep liver. *J Devel Physiol* 7: 185-194.

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?

