

Organizing & Preparing Your Curriculum Vitae

Christine A. Gleason, M.D.

Curriculum Vitae

from the Latin:

- “Curriculum” (course)
- “Vitae” (of life)

Purposes of your CV

- Inform 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 embellish! Don't pad! Don't repeat!

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	Sc.B.	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
- Get feedback from colleagues, mentors, career advisors on both content and presentation

CV: Basic Tips

- Avoid big blocks of wordy, descriptive text
- Split any long lists into subcategories

Teaching activities

- Students; Residents; Fellows; Community/CME
- 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
- Consider eliminating CV relics
 - Marital status; spouse's name; kids names/birthdates
- Contact information
 - Be concise (no embellishments)
 - Let readers know how you *want* to be contacted

CONTACT INFORMATION

Charlotte Starr, M.D., Ph.D.

Acting Assistant Professor of Pediatrics

Adjunct Assistant Professor of Biomedical Informatics

Assistant Director, Computer Science Training Program

Assistant Lab Manager, Gleason Laboratory

University of Washington School of Medicine

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CONTACT INFORMATION

University of Washington

Department of Pediatrics, Box 356320

1959 NE Pacific Street

Seattle, WA 98195-6320

Office phone: (206) 543-3200

Cell phone (preferred): (206) 898-4432

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 Sc.B. 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
- Do not duplicate Postgraduate Training
- Do not duplicate Faculty Positions Held

Honors/Awards

- Leave high school behind
- Explain awards, but avoid excessive verbiage
- 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 certificate and recertification (or “engaged in maintenance of certification”)
- Provide accurate information regarding all medical licenses (including inactive ones)
- Remember that all Certification and Licensure information is in the public domain!

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)
 - Consider separate grouping of University and Hospital activities if you do too much!
- Community Service work (or can be listed under “Other” at end)

Teaching Responsibilities

- Limit descriptive text here (Appendix?)
- List courses taught or lecture series organized (not your own lectures—that comes later)
- 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
- 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, **Christine Gleason, M.D. Co-Invest (5%)**

Annual Direct Costs

\$450,000

Pending

7/1/12—6/30/17 NIH-NICHD #T32

“Global Maternal and Newborn Health Research Training Program”

Christine Gleason, MD, 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”

Christine A. Gleason, M.D., PI (15%)

\$250,000

Bibliography

- Divide into designated sections
 - Manuscripts in Refereed Journals (include “in press” and list name of journal)
 - 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 and consider higher font
- Check for duplications, redundancies, typos
- Note/explain shared 1st-authorship
- If you're in the middle of a large pack, OK to condense the list (using...). Explain your role?

Bibliography

Manuscripts in Peer-Reviewed Journals

- **Gleason CA**, Martin RJ, Anderson JV, Carlos WA, Sanniti K and Fanaroff AA (1983) Optimal position for spinal tap in preterm infants. *Pediatrics* 71: 31-35.
- **Gleason CA** and Rudolph AM (1985) Gluconeogenesis by the fetal sheep liver *in vivo*. *J Develop Physiol* 7: 177-183.
- **Gleason CA**, 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 (but not published yet)
 - 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.
- **Do** list local Grand Rounds, research symposiums, regional outreach education talks, national/international lectures

Other

- Languages (and proficiency level)
- Community Service
- Other (serious) employment history
- Hobbies; special interests (not generally recommended—but depends what they are!)
- For job searches (“outside CV”), provide separate page of References (3), including contact information and relationship to you