

First Name Last Name, [credentials]

Street Address

City, State zip code

Phone number

Fax number

email@address.com

Education

Fellowship, Your University/Institution, City, State	Years
Residency, Your University/Institution, City, State	Years
M.D., Your University, City, State/Country	Years
B.S. in Biochemistry (<i>magna cum laude</i>), Your University, City, State/Country	Years

Academic Appointments

Associate Professor Department of Your University, City, State	Years
Assistant Professor Department of Your University City, State	Years

Employment and Other Positions (e.g. Chief Resident)

List employment history in reverse chronological order (newest to oldest), noting position held, employer, location, brief description of duties and responsibilities.	Years
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Certification and Licensure

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

Professional Memberships and Activities

Society Name	Years
List these in groupings by professional organization, in reverse chronological order, noting leadership and other positions held.	

Honors and Awards

Note: you may also list elite fellowship programs, to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.	Years
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Committee Assignments and Administrative Services

List in reverse chronological order (newest to oldest), noting leadership positions held. Include university and non-university activities (e.g. work with STFM study groups)	Years
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Educational Activities

Teaching Activities

- ☐ Identify your teaching activities here or write "See attached Teaching Portfolio" if you have one.
- ☐ List in reverse chronological order (newest to oldest), noting your role (course developer, course director, lecturer).
- ☐ Include supervision of doctoral students and thesis supervision in a research setting.
- ☐ Include graduate student teaching
- ☐ Identify teaching residents in a clinical setting.
- ☐ Include advising responsibilities

Reflect the years you undertake each activity.

Grants

- ☐ List under section of pending, current, and past in reverse chronological order (newest to oldest).
- ☐ Include the title of grant
- ☐ Identify the granting agency and grant number
- ☐ Note award total, demarcating total direct and indirect costs
- ☐ Identify the PI if you are not the PI, state your role, and percent of effort.
- ☐ If you include contracts, rename the section, "Grants and Contracts" and use two subheadings, separating contracts from grant awards.

Include the dates of each award

Patents

List in reverse chronological order (newest to oldest)

Editorial Work

List in reverse chronological order (newest to oldest)

Abstracts and Presentations

List these in reverse chronological order (newest to oldest), beginning with National/International presentations as a category followed by Local/Regional meetings. Indicate invited talks and meetings that you helped to organize.

Include relevant dates

- **Oral Presentations**

National/International Meetings

Local/Regional Meetings

- **Posters**

National/International Meetings

Local/Regional Meetings

Publications

1. List your publications in reverse chronological order (newest to oldest)
 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