

## Top 10 CV Tips for Appointments and Promotions

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The Curriculum Vitae is one of the most important components of the promotion process. The CV is your best avenue of advocating to the Appointments and Promotions Committee that you are ready for promotion. To assist you with CV preparation, we recommend the following items:

### Content Recommendations:

1. The candidate should **carefully** review the criteria for promotion. We also strongly recommend reviewing the CV template and instructions. Inclusion of specific details is highly recommended.
2. Fill in all sections of the CV. In particular, the clinical profile, research profile, and impact **must** be filled out. This is an ideal opportunity for the candidate to explain why he/she is qualified for promotion.
3. Roles such as consulting, speaker's bureau, etc, should be listed under Other Professional Roles. List your chief employment under appointments/employment.
4. List "specific" trainees (medical students, residents, fellows or junior faculty) who the candidate has significantly mentored and their current location. List any awards or # of publications that they have received or written while under your supervision.
5. Include lectures/presentations (both invited and voluntary) with specifics about dates, venue and location (city/state).
6. Practice Matrix (Required for the Clinical Practice, Voluntary and Affiliate Tracks as well as Clinical Part Time): Provide specific details and explanations here. For example, the candidate should offer specific details of his/her role in the development of his practice, quality improvement, innovation, etc. specific technologies. All committee and other work listed in the matrix should be listed in the CV.
7. Clinical Practice, Voluntary, and Affiliate Tracks and Part Time only: Any listings in the Practice Matrix should also be included in the CV.

### Formatting Recommendations

1. The CV should be in chronological order, **NOT** reverse chronological order (oldest information first in the format of month/year – month/year **or** month/year - present).
2. Please standardize the font and formatting. To optimize ease of reading, consider listing all dates either on left or right (as opposed to switching back and forth).
3. Number and standardize the listing and formatting of publications and year.