

Tips for an Effective CV in BU Format

I. General Tips

1. Maintain your CV

- a. Determine the most efficient method for you. Some people use the annual review process, whereas others maintain their CV in real time. Whatever your system, **do not let more than 6-12 months pass without updating your CV.**
- b. Create a file for material that is too detailed for your current CV but may be helpful in the future.
- c. The time to begin preparing for your next promotion is immediately following your last promotion.
- d. Do not delegate your CV management to anyone – whereas someone else can input data, it's essential that you proofread it yourself for clarity and veracity.

2. Review your CV annually with your Mentor, Section Chief, or Department Chair to discuss your strategy for advancement and promotion.

3. Formatting – Please see [BU CV Template](#) at [BUSM appointments and promotions forms website](#)

- a. Include a header with your full name on each page (to suppress on the first page select page layout, page setup, layout, headers & footers different first page).
- b. Include a footer with “page x of y” and the date of your current CV update.
- c. Use spell check and **check spelling manually as well.**
- d. Font size 11 or larger is acceptable.
- e. Keep formatting consistent throughout your CV.
 - i. You may use the same font as your NIH biosketch i.e. Arial or Helvetica, to facilitate cutting and pasting between documents.
 - ii. Use 1-inch margins on all sides.
 - iii. Order your dates/items from the most recent to the least recent.
 - iv. Keep the format of dates consistent throughout your CV (11/98 or November 1998; no commas between month and year).
 - v. A simple way to keep formatting consistent across sections is to put the content in a table and then remove the borders.
 - vi. Either use periods at the end of all your descriptions or do not use them at all.
 - vii. Keep spacing between categories consistent throughout your CV.
 - viii. Avoid orphans, e.g. having a heading on one page and text on the next. (In Word, select “paragraph,” select “line & page breaks,” select “keep with next” or “keep lines together”).
 - ix. Follow order of BUSM CV format (see the [BUSM CV](#) example).
 - x. If you have many entries from the same organization or setting, create a Subtitle and include all entries in chronological order. For instance, if you have given multiple lectures to the BUSM, Surgery Department Residency (rather than repeating Department of Surgery, Residency after each talk):

BUSM, Department of Surgery, Residency

June 5, 2014

“What does CLER mean to you?”

May 4, 2013

“Evidenced-based post-operative wound care”

f. Avoid extraneous abbreviations

- i. If you use an abbreviation, redefine it in each section of your CV (the exception being the name of your current institution, e.g. BUMC, BUSM, BMC).
- ii. Check abbreviations in an acronym finder to ensure that they do not have unintended meanings: <http://www.acronymfinder.com/> ☺

4. Have your CV represent your career focus and trajectory

- a. When crafting your CV, focus on depicting a succinct and clear representation of your career that people outside of your institution and/or specialty can understand.

5. Other

- a. **Candidate statement.** Consider including a candidate statement of no more than ½ page about your unique contributions to your field along with your CV. The statement can be bulleted.

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In your statement highlight impact on your field, recognition, and dissemination within and outside of the university. For both research and non-research faculty (e.g. those focused on *advocacy, quality, education, or clinical*), including but not limited to:

- i. Documented improved patient outcomes
- ii. Pilot funding to pursue your work
- iii. Collaboration beyond your Department or Institution to disseminate your project/expertise
- iv. Leadership roles at national level relevant to expertise
- v. Awards (e.g. Patient safety award)
- vi. Media appearances relevant to your expertise
- vii. Uptake in other universities/hospitals/health centers
- viii. Legislation, or policy changes
- ix. Inclusion in reviews or guidelines

II. Tips for Each Section of Your CV

1. Include your BU profiles URL and professional website (if you have it) with your contact information at top of CV. <http://profiles.bu.edu/search/>
2. Academic Training
 - a. List degrees received from most recent to past
3. Additional Training
 - a. List from most recent to past
 - b. Write out complete names of institutions
4. Academic Appointments
 - a. List from most recent to past
 - b. Write out complete names of institutions
5. Hospital Appointments or Other Employment
 - a. List from most recent to past
 - b. Write out complete names of institutions
6. Honors
 - a. Explain the significance of awards and honors if not clear from the title of the award
7. Licenses and Certification
 - a. List from most recent to past
8. Departmental and University Committees
 - a. Consider grouping by institution if you have served on multiple committees at a given institution to avoid writing out the name of the institution each time
9. Teaching Experience and Responsibilities
 - a. **Document any recognition or dissemination outside of your institution**, including the following:
 - i. **Dissemination** of curricular materials provided to outside institutions. Example:
Smith JC* King MC* Team Science in breast cancer research.
 - Used by 3 medical school oncology groups
 - ii. Teaching your curriculum at a national meeting workshop
 - iii. Invitations to be a visiting professor in your curricular area
 - iv. Documentation of learner outcomes, improved shelf examination, step examination, and course examination scores
 - v. Learner evaluation and feedback, referenced to similar courses
 - vi. If you have a website with curricular materials, note the number of unique visitors, the number of institutions that utilize the resource, number of countries in which website is accessed, and number of downloads
 - vii. Number of mentees in your area of curricular expertise
 - viii. Leadership roles in that area

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- ix. Participation on a certification committee
- x. Media appearances on your education innovation
- xi. MedEdPORTAL downloads, number, countries, etc.

10. Major Mentoring Activities

- a. Note number of mentees or significant accomplishments under your supervision.
- b. If mentoring is a significant component of your career, consider inserting a table:

Mentee Name	Dates	Mentee position	Project/product	Current position
Jane J. Doe, PhD	6/200? – 5/200?	T32 Trainee	Signal transduction (reference 5 in publications)	Associate Professor, Harvard Medical School
John J. Smith, MD	9/199? – 6/200?	K12 Trainee	Cardiovascular (reference 1-4 on publications)	Assistant Professor, Cambridge University
Jennifer A. Martin, MD	6/200? – 5/200?	Resident	Curriculum on disparities in dialysis	Renal fellow, Boston Medical Center
Jeffrey C. Cohen	9/199? – 6/200?	Medical Student	Cardiovascular complications of Dialysis review article	Renal fellow, Tufts Medical Center

11. Major Administrative Responsibilities

- a. Highlight if other schools, departments or hospitals have adopted your policies

12. Professional Societies: Memberships, Offices and Committee Assignments

- a. List from most recent to past

If you do not have listings in any of the following categories do not list the category. For all the categories below list from most recent to oldest.

13. Editorial Boards

- a. List separately
 - Serving as an Editor, Associate Editor or on the Editorial Board
 - Serving as an ad hoc reviewer
- b. Include participation in peer review for publications and media. For example:
 7/2009-present MedEdPORTAL, Reviewer

14. Federal Government Committee Assignments

15. Private/Foundation Committee Assignments

16. Study Sections Committee Assignments – include if ad hoc or member

17. State Committee Assignments

18. Other Support (Current and Past)

- a. Role: (specify your role)
- b. If you are the PI, bold the word PI and your name

19. Invited Lectures and Conference Presentations

- a. Divide invited lectures and conference presentations as international, national, regional and institutional with the appropriate heading and the top of each section

20. Bibliography

- a. Include your ORCID: <http://orcid.org/>
- b. PLEASE use complete, accurate citations downloaded with a reference manager software or PubMed.
 - i. Include PMID and PMCID
- c. Do not include publications that have not been accepted

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- d. Annotate your 3-5 most impactful publications
 - i. If you are a co-first or co-last author use an asterisk to denote* and include annotation about the symbol at top of publications
 - ii. Consider underlining the first author's name if the first author is a mentee or trainee [and indicate at top].
 - iii. If you are a starred author [i.e., shared first or last author] – or if your mentor or supervisor is on your manuscript, document your specific, original contribution to the manuscript.
 - iv. If you are going up for Associate and particularly Full Professor, it is advantageous to have publications without your mentor. It is very helpful to have last author publications. Exceptions are frequently observed for individuals with quantitative or technical skills participating on research teams.
- e. A suggested taxonomy of research roles you may want to consider has been provided at <http://credit.casrai.org/proposed-taxonomy/>: Roles include: conceptualization, methodology, software, validation, formal analysis, data curation, writing original draft, writing – review & editing, visualization, supervision, project administration, funding acquisition.
- f. **Whenever possible include metrics of innovation, significance or dissemination.** These may include:
 - i. Media hits
 - ii. Influence on legislation
 - iii. Influence on the field
 - iv. Inclusion in guidelines
 - v. Whether the journal wrote an editorial on your paper
 - vi. Inclusion in review articles or textbooks
 - vii. Number of times the article was downloaded from the journal
 - viii. Number of times cited. Please note that the Appointments and Promotions committee recognizes that in educational journals and smaller fields the number of citations will be lower, and the journal impact factors are lower:
 - 1. <http://scholar.google.com/schhp?hl=en>
 - 2. http://apps.webofknowledge.com.ezproxy.bu.edu/MEDLINE_GeneralSearch_input.do?product=MEDLINE&search_mode=GeneralSearch&SID=1BCIQtaoMifwxMg5sCL&preferencesSaved=

- 21. Case Reports, Reviews, Chapters and Editorials
 - a. Follow format shown in BU CV template

III. Include other categories besides the ones listed in CV template, as applicable. Examples include:

- 1. Innovation table – see example below
- 2. Professional Development
- 3. Seminars Conducted
- 4. Community Service
- 5. Volunteer Experience
- 6. Advocacy
- 7. Consultancies
- 8. Web-based Content (If you have your own curricular website, consider running Google analytics)
Example:

Smith JC, King MC, Cahn PS. Teaching primary care faculty how to teach residents breast examination. *MedEdPORTAL*; 2012. Available from: www.mededportal.org/publication/9289

- Downloaded 100 times by 50 institutions in 10 countries
- Cited in 2 publications

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Innovation	Significance / Measurable Outcome / Impact
Design, Development, Director Patient Navigator Program for Breast Cancer Program	<ul style="list-style-type: none"> • 50% greater completion patient completion of breast cancer chemotherapy protocol • 100% more pharmacy revenue because of increased medication completion • 200% better Press Ganey Scores in Breast Clinic Patient Satisfaction Scores
BUSM second year medical school Hematology Oncology Curriculum	<ul style="list-style-type: none"> • Integrated curriculum with psychiatry, pharmacy, anatomy, hematology/oncology, public health components • 50% higher score on shelf examination • Gave workshop at national meeting • Published on Medical Education Portal 100 downloads by 90 unique individuals, at 80 institutions, in 20 countries • Leader of committee giving education grants for your society • On a board that develops questions for your specialty

9. Media Appearances

Example:

Television

June 5, 200? **Smith JC.** *CBS Evening News*, interview “Importance of breast self-examination”

June 5, 200? **Smith JC** *WBZ Health Segment*, interview “What should patients should know about “New York Breast cancer Study Group, Breast and ovarian cancer risks due to inherited mutations in BRCA1 and BRCA2. *Science* 2003;302:643-6.”

Print

July 5, 200? **Smith JC** *New York Times*, Op-Ed “Breast cancer risks due to inherited mutations.”