

CV bootcamp

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Goals

- To provide a brief overview on putting together an academic cv and updating it
- Demonstration of Temple format
- Other types of ‘career summaries’

The academic cv- why?

- The practical need
 - Cannot get hired without one
 - Cannot get promoted without one
- Beyond that
 - Showcase your work
 - One of many means of showcasing your work

A few dos and don'ts

- Do..
 - Follow a standard format
 - If your institution has a format, follow it
 - Spellcheck!
 - Same chronological order – either past to current or current past
 - Number all pages
 - For external cvs-
 - Use standard fonts, margins, conventions
 - Update all cvs at once

A few dos and don'ts

- Don't
 - List hobbies for academic medicine cvs
 - Include- SSN, age, DOB and other sensitive information unless required by your institution

Demonstration

- A scroll through the Temple format cv

Maintaining cv

- Do it as you go
 - Often cvs might be needed last minute
 - Easy to forget small accomplishments
 - Easy to forget to update grant dates/funding amounts
- Trim your cv if your institution needs it
 - Temple- last 5 years of talks
 - For external- personally list everything but summarize in a cover letter/exec summary
- Keep a holding file for different cv sections – helps to update both cv and teaching portfolio

Other academic summaries

- The teaching portfolio
 - Extensive summary of academic achievements
 - Look forward to a talk by Larry Kaplan on this topic later in the summer
- The resume
 - Often used in tech/IT or undergrad
 - Version of the resume is a two page summary called an executive summary
- Biosketch
 - Research – NIH, PCORI
 - 100 word summary for talks

Resources

- AAMC website
 - Look for 'faculty vitae' in the section – Group on Faculty Affairs
 - Multiple archived articles on pertinent topics



Questions?