**Why Use a Standardized CV?**

* Ensures that all essential information required to evaluate your application is included.
* Simplifies future applications by organizing your details in the correct format, especially when applying for promotions.

 University of Calgary *Date prepared*

 Cumming School of Medicine

 **STANDARDIZED FORMAT FOR CURRICULUM VITAE**

 I. **BIOGRAPHICAL DATA**

Format this as you prefer—what matters most are the specific headings, not the layout underneath them.

Name

Address

Telephone

For the entire document, if a section is not relevant, feel free to leave it blank. Keep the headings in place as they can be beneficial for future use – you can easily add to the template you've already set up.

Present rank

Department

Faculty

Institution

 II. **ACADEMIC RECORD**

Final degree

Date completed

Specialty

Institution/City/Country

i. Undergraduate

ii. Special professional

iii. Graduate and post-doctoral

iv. Licensure, certification and boards (e.g. FRCPC)

Include these sections as applicable but again, it is ok to leave them blank for now.

 III. **AWARDS AND DISTINCTIONS**

 IV. **ACADEMIC APPOINTMENTS**

*(In chronological order, current first; include Hospital and other appointments.)*

 V. **EDUCATIONAL ACTIVITIES**

*(List major contributions in course and curriculum organizations, teaching and administration. Where specific courses with identified hours, etc., are unavailable, a narrative outline is recommended. Faculty members considered for promotion are required to provide a Summary of Teaching Activities, in addition to an up-to-date curriculum vitae.)*

**Educational activities are VERY important!**

Most applications that get sent back for additional clarification are because this section is missing or incomplete. Your rank is determined, at least in part, by your teaching contributions. It is ok if you don’t have any yet but if you do – make sure we know about them! It does not have to be quite this detailed but we have to have a sense of the time required and the form of teaching (bedside, lecture, etc).

i. Undergraduate

ii. Graduate (course and student supervision)

iii. Postgraduate (research and clinical fellows

iv. Continuing medical education

 VI. **ADMINISTRATIVE RESPONSIBILITIES**

i. Departmental

ii. Faculty

iii. University

iv. Regional Health Authority

v. Hospital

 VII. **PROFESSIONAL ACTIVITIES**

i. Membership in professional and learned societies.

ii. Professional service

Make sure to include things like CFPC, SRPC, etc. in Professional Activities.

- grant panels

- grant review

- journal reviews

- editorships

- national and international committee

- government agencies

- other

VIII. **RESEARCH SUPPORT**

*(Include funder, dates, amount, project title; please specify if funding is pending, and whether you are principal or co-investigator)*

Grants, contracts

As above, if a section doesn’t apply to you – then leave it blank. The template is meant to cover all possibilities, not everything applies to everyone.

 IX. **INVITED ADDRESSES**

 X. **PUBLICATIONS/PRESENTATIONS**

i. Peer reviewed manuscripts

ii. Non-peer reviewed manuscripts

iii. Books, chapter

iv. Abstracts – published

v. Communications - unpublished *(Include published Letters to the Editor; please specify whether peer-reviewed or not peer-reviewed.)*

Are you part of clinical leadership?

Make sure that it gets mentioned.

Do you do something unique clinically?

Do you volunteer or sit on committees in your community?

Make sure we know!

XI. **CONTINUING EDUCATION**

XII. **CLINICAL ACTIVITIES**

XIII. **COMMUNITY ACTIVITIES AND SERVICE**

*Format revised December 1998*