

Standard Curriculum Vitae Format

Personal Information

Full Name:

Professional mailing address, phone number, fax numbers, and E-mail address:

Home address and phone number

US Citizenship? Yes No

Licensure

Where currently licensed to practice:

Initial date of license:

License number/renewal number:

Expiration date:

Certification

Specialty Boards:

 Date of certification/recertification:

Sub specialty board (include status, such as eligibility):

 Date of application:

 Date of termination of eligibility

Education (Post secondary only, last degree listed first)

Name of Institution:

Address of Institution:

Dates of attendance:

Degree or certification earned:

Postgraduate Training (List chronologically, starting with the most recent position)

Name of institution:

Address of institution:

Number of years attended:

Type of training:

Employment History (List chronologically, starting with current position. Indicate address and term of service)

A. Faculty appointments

B. Hospital appointments

C. Other employment:

Honors and Awards (List chronologically, starting with the earliest awards received)

Name of award and/or awarding institution:

Nature of award (if not apparent):

Professional Societies (List membership on professional and honor societies)

Professional Service (Include service in editorial boards and study sections as well as any community or public service)

- A. Extramural (Local, Regional, National, International):
- B. Institutional Service: Committees on which you have served or chaired; years of membership

Teaching Activities: (List evidence of teaching skills and experience)

- A. Courses/Clerkships/Programs (taught, coordinated, developed)
- B. Advising/Mentoring/Tutoring (participated, coordinated/developed). Include name of adviser, current position of advisee, years of involvement.
- C. Educational Materials: list texts, atlases, manuals, evaluation tools

Clinical Activities

- A. Rounds, Clinics
- B. Development/implementation of clinical programs
- C. Health care education in the lay community

Scholarship and Research

- A. Research Grants (List past and current research/grant awards)

Granting agency or source of support
Identifying number
Title of project or grant
Dates of entire award period
Amount of award
Role in the project

- B. Publications (List in chronological order, starting with the earliest publications. References should be in the order in which they appeared on the paper, the title, volume, first and last page numbers and year).

Original papers, reviews, or editorials which have appeared in refereed journals. ***Do not include manuscripts in preparation or papers submitted for publication.*** List only works which have been accepted for publication. If the papers has not yet appeared in print, the designation “in press” should follow the name of the journal.

Important: Clearly indicate those publications since the initial appointment at Morehouse School of Medicine.

Publications in the following categories should be listed separately:

Journal Articles

- (1) Name of author(s), (2) “Title of article,” (3) Title of journal, (4) Volume number
- (5) Inclusive pages, (6) Complete date of issue. **For example:**
Aday, LuAnn. “The Impact of Health Policy on Access to Medical Care.”

Milbank Memorial Fund Quarterly. 54:315-223, 1976

Books Chapters

(1) Name of author(s) of chapter(s). (2) "Title of chapter." (3) Title of book in which chapter appears. (4) Edited by name(s). (5) Place of publication: (6) Publisher, (7) Year of publication. **For example:**

Ginzberg, Eli. "Summing Up." The Regionalization of Personal Health Services. Edited by Ernest W. Seward. New York: Milbank Memorial Fund, 1975.

Books and reports

(1) Name of author(s) or editor(s). (2) Title of book. (3) Place of publication: (4) Publisher, (5) Year of publication. **For example:**

Egdhal, Richard, and Paul Gertman (eds). Quality Assurance in Health Care. Germantown, Maryland: Aspen Systems Corporation, 1976

Audio-visual materials abstracts

Include the following information, as applicable:

(1) Title (2) Type of item being described: e.g., pamphlet, film, brochure, etc. (3) Place of publication: (4) Publisher, (5) Date of publication. **For example:**

Hospital-Sponsored Group Practice: Ingredients for Success (150 minute audio cassette). Chicago: American Hospital Association, 1983.

C. Presentation