



Writing Your CV and Biosketch

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CV Basics – How Long or Short

- ▶ Academics – long! List everything. Full professors often have 50 page CVs
- ▶ Private Practice – shorter CV, more to the point.
- ▶ Goal: Get a job, get promoted, convey qualifications, experience, expertise.



"Oops! The padding just fell out of your résumé."

When to Start/How often to Update your CV?

- ▶ **Start Now** – As a resident and fellow GME requires that you provide an updated CV every year.
- ▶ **Update at least quarterly** – or anytime there is something significant that should be added
 - ▶ Publications
 - ▶ Lectures
 - ▶ New responsibilities

Have a Master CV and Modify

- ▶ Put all information in one (long) CV document.
- ▶ You can always shorten/edit when appropriate but always add to/update the master copy

Tailor Your CV....

Get some examples

Think about your goal

Private Practice

- ▶ Marketable skills, specialty
- ▶ Evidence of clinical excellence
 - ▶ Awards while a resident, patient satisfaction surveys
- ▶ Experience in practice management
 - ▶ Course work taken, QA/QC projects during residency
- ▶ Team player
 - ▶ Committee work?
- ▶ Leader

Clinician-Educator

- ▶ Emphasize your ability to teach!
- ▶ List lecture titles, dates
- ▶ Have you taught Clinical Skills to medical students?
- ▶ Curriculum design?
- ▶ Do you spend time each week teaching?
- ▶ LIST IT! If you don't, you will forget the details.
 - ▶ If you do lots of "small" teaching then keep a word document with all of these things and summarize:
 - ▶ 2016 Medical students: Brain & Behavior course, "Approach to Stroke" Residents: "Pediatric Stroke Nuts and Bolts", "Moyamoya", "Pediatric Stroke Treatment", "Stroke in the Newborn", "Genetic Conditions associated with Stroke in Adults and Children", "Preparing your CV for a job in medicine" Total of about 8 hours of lectures.

Program Builder - Be a “Builder” in at least 1 of 3 Key Areas

▶ **Clinical Program Building**

- ▶ Private Practice or Academics – clinical programs add value
- ▶ “Developed Pediatric Botox Program”

▶ **Educational Program Building**

- ▶ Teaching is valued – lectures to peds residents are often requested of peds neurologists (Ex: Savannah, GA private hospital has a peds residency program)
- ▶ “Developed XXX Curriculum for Neurology Residents”

▶ **Research Program Building**

- ▶ Ex: Epilepsy clinical research program

Physician Scientist

- ▶ Research Program Building
- ▶ Scientific focus

Academic CV Format

- ▶ Check out the Faculty Affairs and Career Development Website at your institution
- ▶ <https://www.vumc.org/faculty/required-format-curriculum-vitae>

Top of CV

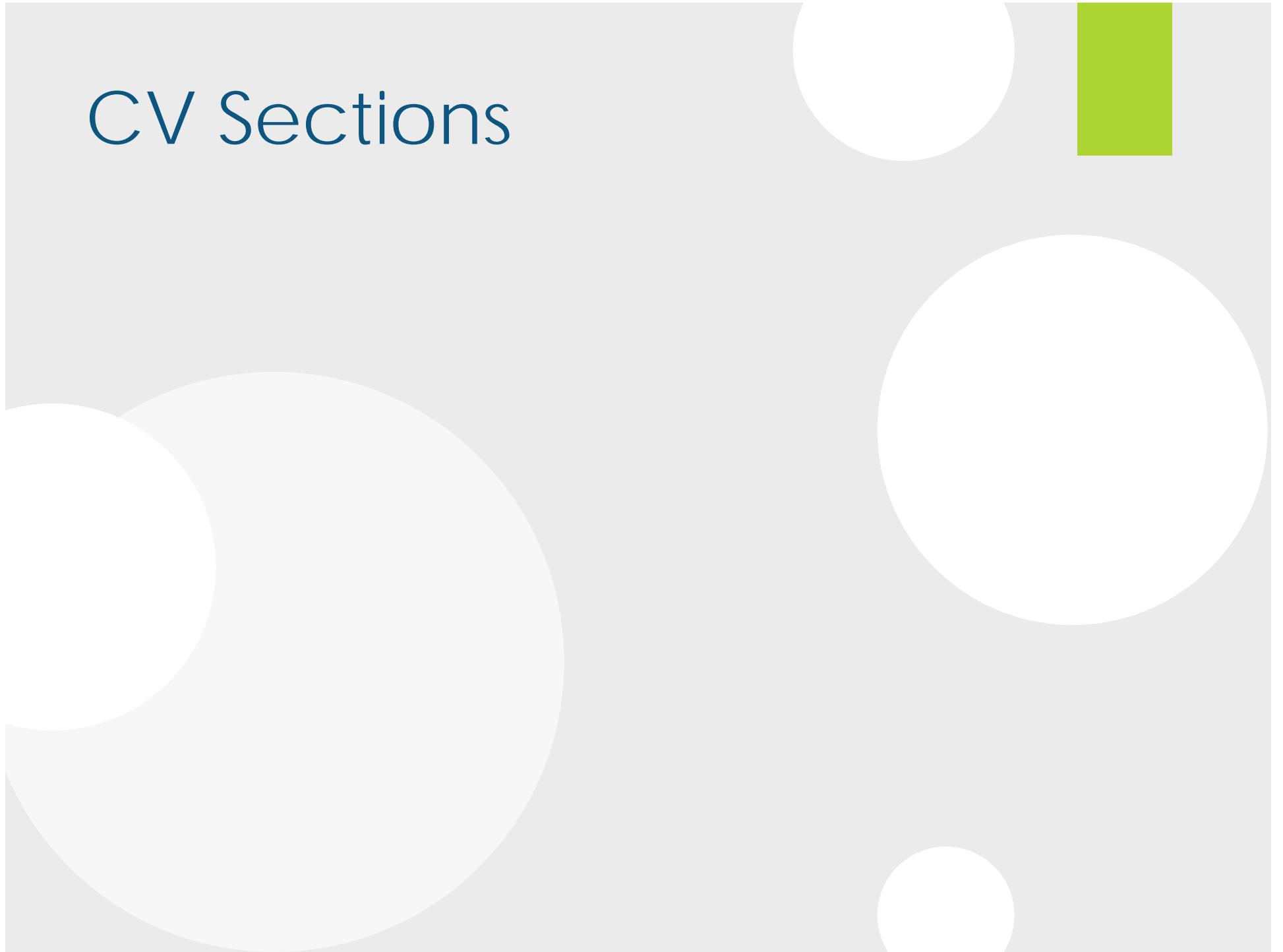
- ▶ **Name:**
- ▶ Office Address:
Office Phone Number:
Date and Place of Birth:
PERSONAL DATA: (Listed as optional at some centers....)
- ▶ Home Address
Home Phone Number
Marital Status, Spouse's Name
Children, names, dates of birth
Military Service
- ▶ **Don't include things in RED. Unsafe.**

Consider putting your cell phone in a cover letter or email rather than your CV which will be sent to many people on the interview trail.

Content NOT to for your CV

- Irrelevant Personal Information
 - Marital status, orientation, race, religion, height, weight, political affiliations and medical information
- Photos
- References
- Salary Requirements
- **Strange Formatting** or Fonts
- Unprofessional Email Address
 - partygirl@gmail.com
- Lies
 - Listing proficiency/skills you do not have...

CV Sections



Demographic and "Personal" Data

- ▶ Current appointments
 - ▶ University (primary, joint appointments)
 - ▶ Hospital
 - ▶ Other
- ▶ Personal data
 - ▶ Business address, phone, fax, email
 - ▶ Not DOB, home address, etc.

Education and Training

- ▶ In chronological order
- ▶ List year, degree, institution, discipline
- ▶ Undergrad
- ▶ Graduate degrees
- ▶ Post-doctoral
 - ▶ Internship
 - ▶ Residency
 - ▶ Fellowships
 - ▶ etc

Check your institution's website for details

▶ **Education:**

- ▶ College: school (city, state), degree, date (major, optional)
- ▶ Professional or graduate: School(s) (city, state), degree(s), date(s)
- ▶ (Thesis or dissertation title, if applicable)
- ▶ Postgraduate Training: residency, fellowship, etc.
- ▶ Institutions(s), mentor (for research fellowships), dates

▶ **Licensure and Certification: (If applicable)**

- ▶ State(s) in which licensed: date, name, license number)
- ▶ Specialty board(s): Board, specialty, date

Professional Experience

- ▶ In chronological order (**earliest first**)
- ▶ End with current appointments
- ▶ List dates, positions, institutions
- ▶ **Dates should be Month/Year for employment/training. Show that you don't have gaps.**
- ▶ So:
 - ▶ 8/2009-5/2013 Medical school
 - ▶ 7/2013 – 6/2016 Residency

Research Activities

▶ Research Publications

- ▶ List ONLY peer-reviewed, original research
 - ▶ Articles and reviews of your research
 - ▶ Not invited reviews of an area (these are included later as educational scholarship)
 - ▶ Ok to list abstracts for now, but most centers make you remove them for promotion. Turn all abstracts into papers!!!
- ▶ List only published or in press
- ▶ Show ALL authors
- ▶ Bold and/or underline your name. I like both **Jordan LC**
- ▶ Chronological order – oldest to newest

Standard Reference Style

- ▶ **Kleinman JT**, Newhart M, Heidler-Gary, J, Gottesman R, Barker PB, Aldrich E, Llinas R, Wityk R, Chaudhry P, Hillis AE, Restoring cerebral blood flow reveals neural regions critical for naming. *J Neurosci* 2006; 26: 8069-8073.

Funding

- ▶ List current, then pending, then previous grants, contracts, etc. (each section in chrono. order)
- ▶ Include ALL of the following information:
 - ▶ Dates, title
 - ▶ Identification # (if available; e.g. NS RO1 257308)
 - ▶ Sponsor (e.g. NIH: NINDS; AHA)
 - ▶ Total direct cost
 - ▶ PI
 - ▶ Your role and percent effort
 - ▶ Should agree with your effort report and your "other support"

Program Building/ Leadership

- ▶ Local Leadership
 - ▶ In residency program
 - ▶ At medical center
- ▶ National Leadership
 - ▶ Any national committees?
 - ▶ Sign up for a AAN, ANA, or CNS committee
 - ▶ They are frequently looking for volunteers

Educational Publications/Non-Peer Reviewed Publications

- ▶ Invited review articles
- ▶ Editorials, letters, correspondence
- ▶ Book chapters
- ▶ Books
- ▶ Other media (curricula, films, videos, CD ROMs, slide sets, etc.)
- ▶ Educational because they disseminate knowledge
 - ▶ not your newly generated knowledge

Teaching

- ▶ Classroom instruction
 - ▶ Dates, course titles, your role, location
 - ▶ Include lectures you give annually in a specific course
- ▶ Clinical instruction
 - ▶ Dates, course titles, your role, location
 - ▶ Include Clinical Skills, Clerkship lectures, clerkship supervision
- ▶ Other workshops (dates, titles, etc.)
- ▶ Keep records of feedback if you get it (can use to “prove” you are a good teacher for promotion)

Teaching Examples

Small group leader, Brain and Behavior
Course for 2nd year medical students.
February 17, 2012

Lecture to Peds Emergency Department,
Vanderbilt, "Acute Stroke Protocol for Kids",
November, 2011

If you give many lectures: Summarize

Mentoring

- ▶ Undergrads/Medical Students
 - ▶ Dates, names, degree when you were mentor
 - ▶ A description of your role in mentoring is helpful
- ▶ Example:
- ▶ 2010-2012 “Jane Smith” MSIII, Johns Hopkins University School of Medicine. With my mentorship, Jane designed and completed a retrospective study of the spectrum and prevalence of cerebral vasculopathy in children with neurofibromatosis type I. Our paper was published in the Journal of Child Neurology.

Mentoring

- ▶ Example 2:
- ▶ 2015-2016 “Jim Doe” MSIII, Vanderbilt University School of Medicine. 2014-2015 As upper level neurology resident, I mentored Jim regarding career choices, the residency application process and networking. With my mentorship, he successfully matched in Neurology at UCSF.

Educational Program Building/ Leadership

- ▶ Dates, name of program, your role
- ▶ Examples:
 - ▶ Clerkship director
 - ▶ Residency Program Director or Co-Director
 - ▶ Fellowship Director
 - ▶ Director of CME

Clinical Activities

- ▶ Board & Subspecialty Certification or put board eligible as of Month/Year
 - ▶ Dates, certificate #
- ▶ Licensure (if any)
 - ▶ Dates, #

Organizational Activities

- ▶ Demonstrates citizenship to SOM or academic field +/- recognition/impact
 - ▶ important
- ▶ Institutional administrative appts
 - ▶ Dates, titles of cme or project, *role*
 - ▶ Includes departmental appts, such as Division Director (may not include extra salary), SOM and dept committees
- ▶ Consultantships
 - ▶ Dates, organization/agency, role

Organizational Activities

- ▶ Editorial Activities
 - ▶ Editorial board appts (dates)
 - ▶ Journal peer review activities (invited reviewer) – **if it interests you, work with an attending on a journal review.**
- ▶ Advisory Committees, Review Groups, Study Sections (dates, sponsor, role)
- ▶ Professional Societies
 - ▶ Dates, committees, role
- ▶ Conference Organizer, Session Chair
 - ▶ Dates, conference/sponsor, role

Recognition

- ▶ Awards, Honors
 - ▶ Dates, titles, description, sponsor
- ▶ Invited Talks, Panels
 - ▶ Dates, titles, venue, sponsor
- ▶ Travel award to present a poster at a meeting
- ▶ Other Professional Accomplishments

Biosketch

- ▶ A slightly different focus than the CV!
- ▶ Biosketch should help you get the grant
- ▶ Convince your reviewers that you have the right expertise to do the work you are proposing

- ▶ Max 5 pages
- ▶ Don't list lots of irrelevant things
 - ▶ AAN, AHA membership unless special committee, etc.

Master Biosketch

- ▶ Because you need to tailor your biosketch for each grant, you can have many versions.
- ▶ Keep a master biosketch and keep separate a document with all of your prior personal statements.
- ▶ Check NIH website for up-to-date instructions each time. The forms and requirements will change slightly over time.

Biosketch – Personal Statement

- ▶ Paragraph and up to 4 relevant publications below it.
- ▶ Stress your qualifications to do the work proposed
- ▶ “I am a fellowship-trained vascular neurologist with a masters in clinical investigation. Both my research and clinical care are focused on stroke and vascular cognitive impairment. Etc...”

Positions and Honors

- ▶ **Three sections**
- ▶ Positions and Employment
 - ▶ List training and employment
 - ▶ If significant gaps, explain IMO
- ▶ Other Experiences and Professional Membership
 - ▶ Next Slide
- ▶ Honors
 - ▶ Especially things that suggest you are a great researcher or have specific expertise

Positions and Honors

- ▶ **Example: Other Experiences and Professional Membership**
- ▶ 2008-2011 Director, Pediatric Stroke Program, Johns Hopkins University School of Medicine
- ▶ 2011-Present Director, Pediatric Stroke Program, Vanderbilt University Medical Center
- ▶ 2011-2014 American Heart Association BRAIN Clinical Research 1 Peer Review Study Section Member
- ▶ 2013-Present Executive Committee, International Pediatric Stroke Study
- ▶ 2016-Present American Heart Association EPI Stroke Statistics Committee
- ▶ 2017-Present American Society of Hematology Guideline Panel on SCD-Related Cerebrovascular Disease

Contributions to Science

- ▶ Can have up to 5 sections/areas of expertise
- ▶ Each section has a few sentences about your expertise and can have up to 4 publications below it.
- ▶ Most younger faculty will have less than 5 sections
- ▶ OK to have a more educationally focused section but be sure to have sections that focus on research you are doing as part of the current grant.

Contributions to Science

► Examples:

1. With a team of collaborators, I have studied the neurological complications of sickle cell disease in children and adults. Children with sickle cell disease (SCD) have a 100-fold increased risk for stroke compared with healthy children. Young adults also have an increased risk of stroke but have rarely been studied. Beginning in 2004, I served as a site neurologist for two multicenter stroke prevention studies in SCA. I have served as chair of the neurology committee for stroke prevention studies in pediatric SCD, one based in the US in very young children and one based in Nigeria. I have also been interested in novel MRI techniques to predict stroke risk in adults and children with SCA. I have an R01 as PI and another as a multiple PI in this area.

Contributions to Science

Examples:

Since 2005, I have worked as a member of the International Paediatric Stroke Study (IPSS), a multinational collaborative group that serves as the nidus for multicenter pediatric stroke studies. I served on the IPSS executive committee for 4 years and recently rotated off. With this group, I have worked to 1) validate the NIH stroke scale for children, 2) report on practice variability in antithrombotic treatment for a rare form of neonatal stroke, cerebral venous sinus thrombosis, 3) develop a new classification system for pediatric stroke, and 4) to study thrombolysis for acute stroke in children. A number of additional studies are ongoing.

Contributions to Science

- ▶ Example – more clinically focused work
- ▶ **Quality Improvements in Clinical Radiology.** I have studied quality improvements and 3D printing in clinical pediatric and neuroradiology.

To Do List

- ▶ Get CV and biosketch examples from your mentors and younger faculty (people who are just a few years older than you).
- ▶ Update your CV and biosketch now.
- ▶ Swap with 2-3 friends and critique each other
- ▶ Take all good ideas that you see during this process and incorporate them into your CV and biosketch

Questions?

- ▶ Thanks for listening.
- ▶ Ask your questions now!