Faculty Career Development

How to Write a Curriculum Vitae (CV)
in University of Pittsburgh School of Medicine (UPSoM) Format

Goals & Objectives

- Importance of the CV

- Key Rules of the UPSoM CV Format

- CV Sections

- Key Personnel

Importance of the CV

- Summary of all achievements as a professional

- Promotion

- Societal memberships, references, introduction

Key Rules of the UPSoM CV Format

- Use the UPSoM CV Format
  - Visit https://www.medfaculty.pitt.edu/sites/default/files/UPSOMCV32021.pdf
- All entries must be in chronological order (not reverse chronological order)
- Font/formatting: single space, Calibri, 11 point
- Do not use MS Excel – use MS Word and use the tab function to align the headings
- Do not duplicate entries - report each entry in only one category where it best fits
- Include page numbers

CV Sections

1. BIOGRAPHICAL
2. EDUCATION and TRAINING
3. APPOINTMENTS and POSITIONS
4. CERTIFICATION and LICENSURE
5. MEMBERSHIP in PROFESSIONAL and SCIENTIFIC SOCIETIES
6. HONORS
7. PUBLICATIONS
8. PROFESSIONAL ACTIVITIES
   1. TEACHING
   2. RESEARCH
   3. SERVICE

CV Sections

PUBLICATIONS

- Peer-reviewed articles **<u>must</u>** be listed separately
- Articles "in press" or "accepted" are acceptable; Do not list articles submitted or in preparation
- Articles "in revision" must be listed separately
- Publications **<u>must</u>** be numbered
- **Bold face your name**
- For citations format see http://www.nlm.nih.gov/bsd/policy/cit_format.html
  (sample) **<u>Freedman SB</u>**, Adler M, Seshadri R, Powell EC. Oral ondansetron for gastroenteritis in a pediatric emergency department. N Engl J Med. 2006 Apr 20;354(16):1698-705. PubMed PMID: 16625009.
- List <u>all</u> authors for publications with 50 or less authors. Only use "et al." when there are more than 50 authors
- Consider adding a brief description of your role in publications on which you are neither first nor senior author

CV Sections

PUBLICATIONS subcategorized as follows:

1. ORIGINAL PEER-REVIEWED ARTICLES
2. OTHER PEER-REVIEWED PUBLICATIONS
   - Review Articles
   - Case Reports
   - Commentaries
   - News +Views
3. OTHER NON-PEER-REVIEWED PUBLICATIONS
   - Review Articles (Invited)
   - Proceedings of Conferences and Symposia
   - Invited manuscripts
   - Letters to the editor
   - Editorials
   - Media presentations
   - Lay publications
4. BOOKS, BOOK CHAPTERS, AND MONOGRAPHS
5. PUBLISHED ABSTRACTS (in scientific journals)
6. ABSTRACTS (not published in scientific journals)

CV Sections

PROFESSIONAL ACTIVITIES - TEACHING

- Provide a summary of courses and tutorials taught (include numbers and types of students taught, contact hours, number of lectures, etc.)
- Include dates for **ALL** teaching activities
- Other lectures and seminars given
- Theses completed under your direction, service on PhD committees, comprehensive exam committees, etc.
- Supervision of pre- and post-doctoral students, house staff physicians and fellows (clinical and research)
- Faculty development, such as continuing medical education activities, include courses and workshops taught to medical professionals
- Web-based curriculum, podcasts, and broadcasts
- Mentored grant funding (your mentees' recognized K-awards)

CV Sections

PROFESSIONAL ACTIVITIES - RESEARCH

- If you are the PI, include total for all years and both direct and indirect costs
- If you are a Co-I, list sub-award amount
- Grant number should include activity code (ex. R01)
- Do not include funding to your trainees on which you are listed as a mentor - these would be listed in the teaching section
- List competitively renewed grants once with initial contract start date and current end date

CV Sections

PROFESSIONAL ACTIVITIES - SERVICE

- List service activities related to your memberships in professional and scientific societies here

- Committee service as chair, co-chair, or member

- Consultantships