

This annotated CV is meant to help you write your academic CV. There are comments (select “show comments” under the “review” tab) to help you throughout the document. Please remember to delete the comments and examples in your final version. Remember- the reviewers are likely unfamiliar with you, outside of your specialty, and may not have military experience, so if it’s not documented, it didn’t happen. Be sure to:

- List all entries in reverse chronological order
- List programs and institutions by their official/formal title

First Name Last Name, Degree
Military rank, Branch

*Work email address can be included; no personal contact information is allowed

Education

Fellowship, University, City, State	Year
Residency, University, City, State	Year
Degree, University, City, State	Year
B.S./B.A. in Discipline (award if applicable), University, City, State	Year

Academic Appointments

Title	Year- Present
Department of _____, University	
City, State	

Title	Years
Department of _____, University	
City, State	

Current Positions

Title	Year- Present
Department of _____/Program name, Institution, City, State	

Professional Positions and Experience

Title	Year- Present
Department of _____/Program name, Institution, City, State	

Certification and Licensure

Diplomate, Board	Years
Subspecialty Certification, Subspecialty Board	Years
State Medical License, active/inactive	Years

Professional Development

Program, Sponsor	Years
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Professional Memberships and Activities

Sample: Position held, Committee/Group, Institution

Years

Sample: Editorial activity, Journal name

Years

Honors and Awards

Professional and Academic Awards

Award name

Year

Military Awards

Award name

Year

Committee Assignments and Administrative Services

Role, Group

Years

Organization

Clinical/Quality Improvement Activities

Educational Activities

Role (Curriculum developer, Clerkship Director, Lecturer, etc.), Activity Name Years

Program title, Program

Grants and Contract Awards

Role. Title

Purpose/Specific Aims

Amount, Source of funding, Location of Study, Study Period (years)

Editorial Board Appointments

Publications

ORCID Number:

Peer-Reviewed

Non-peer reviewed

Books and Book Chapters

Published Abstracts and Presentations

Oral Presentations

Invited Presentations

International Meetings

National Meetings

Local/Regional Meetings

Grand Rounds Presentations

Poster Presentations

International Meetings

National Meetings

Local/Regional Meetings

Other Creative Products

Patents and Technology Transfer

Other Relevant Activities

Before submitting, be sure to check that:

- ✓ **Fonts are consistent**
- ✓ **Sections and headings are aligned and headed consistently**
- ✓ **Years are aligned and labeled consistently (i.e. Current vs Present)**
- ✓ **Entries are clear and complete**
- ✓ **Acronyms are spelled out the first time they are used**
- ✓ **Citations are numbered, in consistent style, and your name is bolded**
- ✓ **Unused template sections are deleted**
- ✓ **There are no distracting page breaks**
- ✓ **The document is paginated**
- ✓ **Spelling and grammar have been checked**
- ✓ **The final version for submission is in PDF format**