**First Name Last Name, M.D., Ph.D.**

Street Address  
City, State zip code  
(Area code) phone number  
(Area code) fax number  
[email@address.com](mailto:email@address.com)

*[Right click and scroll down to “Edit Hyperlink” to include your email address]*

*You may want to include both your professional address and personal contact information. If you include personal contact information, you should create a heading (Personal contact information) and include your address, telephone number and email address. If you are using a cover letter, you should specify your preferred contact address e.g. worksite or personal.*

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| Education |  |
| Fellowship, Your University, City, State Residency, Your University, City, State M.D., Your University, City, State B.S. in Discipline (magna cum laude), Your University, City, State | Years  Years  Years  Years |
| **Current Position**  Director, Center for Whatever  Your medical school or university  City, State  **Professional Experience** *[Note: in reverse chronological order]*  Director, Center for Whatever  Your medical school or university  City, State  Chief Resident  Department of Your University City, State *[Note: include only if it is an appointed position requiring an extension of the residency]*Academic Appointments *[Note: in reverse chronological order]* | Year-present  Years  Years |
| Associate Professor Department of Your University City, State | Years |
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| Assistant Professor Department of Your University City, State | Years |
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| Other Positions and Employment |  |
| List non-academic employment history in reverse chronological order, noting position held, employer, location. | Years |
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| Certification and Licensure |  |
| Diplomate, Your ABMS Board Subspecialty Certification, Your Subspecialty Board State Medical License (active and inactive, without numbers) | Year |
| Professional Memberships and Activities |  |
| *[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.]* | Years |
|  |  |
| Honors and Awards |  |
| *[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.]* | Years |
|  |  |
| Committee Assignments and Administrative Services |  |
| *[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).]* | Years |
|  |  |
| Educational Activities |  |
| * Identify your teaching activities here or write “See attached Teaching Portfolio.” * List in reverse chronological order, noting your role (course developer, course director, lecturer) * Include supervision of graduate students and thesis supervision in a research setting * Include graduate student teaching * Identify teaching residents in a clinical setting * Include advising responsibilities * Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data. | Reflect the years you undertake each activity |
|  |  |
| Grants and Contract Awards |  |
| * List under sections of pending, current, and past in reverse chronological order * Include the title of grant * Identify the granting agency and grant number * Note award total, demarcating total direct and indirect costs * State your role, also identifying the PI if you are not the PI, and percent of effort * If you include contracts use two subheadings, separating contracts from grant awards * If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading. * Consider using a table, as it provides a concise, visual depiction of this material. | Include the dates of each award |
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| Editorial Board Appointments |  |
| *[List in reverse chronological order]* | Include relevant dates |
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| Publications |  |
| 1. List your publications in **chronological** order for easy updating 2. **Number** these and highlight **your name in bold** 3. Follow this **order** - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts 4. **Note**: if you’re not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator | Include relevant dates |
| Abstracts and Presentations |
| Oral Presentations National/International Meetings  Local/Regional Meetings Posters National/International Meetings    Local/Regional Meetings  *[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]*  **Other Creative Products** |

*[List CDs, simulations, films, websites, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]*

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| Patents and Technology Transfer |
| *[List in chronological order to permit each updating* |
| *Include and patent pending or patent applications – with dates of filing.* |
| *List any technologies licensed to industry or others (military, etc) with dates of licensure or filing]* |