

[This CV template is strongly recommended by the School of Medicine Promotion, Appointment and Tenure Committee. Save it onto your computer's hard drive before starting. List dates in month/year format and list all categories in chronological order, with oldest listed first and most recent listed last.]

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

Street Address (Work)

City, State, Zip Code

(Area Code) phone number

(Area Code) fax number

[email@address.com](mailto:email@address.com)

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**EDUCATION**

Dates B.S. in Biochemistry (magna cum laude), Your University, City, State  
Dates M.D., Ph.D., Your University, City, State  
Dates Residency, Your University, City, State  
Dates Fellowship, Your University, City, State

**ACADEMIC APPOINTMENTS**

Dates Assistant Professor  
Department of  
Your University  
City, State

Dates Director, Center for  
Your University  
City, State

Dates Associate Professor  
Department of  
Your University  
City, State

**OTHER POSITIONS AND EMPLOYMENT**

Dates List non-academic employment history, including military service, noting position held, employer, location

**CERTIFICATION AND LICENSURE**

Date Diplomate, Your ABMS Board  
Date Subspecialty Certification, Your Subspecialty Board  
Date State Medical License (active and inactive)

## **PROFESSIONAL MEMBERSHIPS AND ACTIVITIES**

Dates List these in groupings by professional organization, noting leadership positions and other positions held. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading by publication.

## **HONORS AND AWARDS**

Dates (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)

## **COMMITTEE ASSIGNMENTS AND ADMINISTRATIVE SERVICES**

Dates Note leadership positions held. Include university and non-university activities in separate sub-sections (e.g., work with NIH study groups)

## **EDUCATIONAL ACTIVITIES**

Identify your teaching activities  
Separate courses/lectures offered to professionals and those for students/residents  
Note your role (course developer, course director, instructor)  
Include supervision of doctoral students and thesis supervision in a research setting  
Include graduate student teaching  
Identify teaching residents in a clinical setting  
Include advising responsibilities  
Invited lectures

## **CLINICAL ACTIVITIES**

Identify your role (Clinic Director, patient care, hospitalist)  
Include a brief description of clinical activities (location of services provided, patients served, and clinical research)

## **GRANTS AND CONTRACTS (Number each grant)**

Use two sub-headings, separating grant awards from contracts  
List under sections of pending, current, and past  
Include the title of the grant  
Identify the granting agency and grant number (state the corresponding U of L Office of Grants Management or Office of Industrial Contracts grant number)  
Note award total, demarcating total direct and indirect costs  
State your role (identify the PI if you are not the PI), percent effort, and percent collaboration  
State dates of grants

**PATENTS** (Indicate patent status; e.g. pending, awarded)

## **EDITORIAL WORK**

Dates Include journal name

### **ABSTRACTS AND PRESENTATIONS**

- Use an asterisk to demarcate invited talks and meetings that you helped to organize.
- List title of presentation, authors, name of conference or organization, location of conference, month and year.
- If abstract or poster is published, list journal and date of publication.
- Number each and **highlight your name in bold**

### **ORAL PRESENTATIONS**

National/International Meetings

Local/Regional Meetings

### **POSTERS**

National/International Meetings

Local/Regional Meetings

### **PUBLICATIONS**

- Number each and highlight **your name in bold**
- Place an asterisk next to your name, if you were the senior/corresponding author)
- List in chronological order with most recent listed last, number each

### **PEER-REVIEWED ORIGINAL RESEARCH MANUSCRIPTS**

- Authors, "Title," Journal, volume, number, pages, year

### **OTHER PUBLICATIONS**

- Letters, editorials, electronic media, review articles, books, book chapters, monographs, educational materials, major curricular offerings, and innovative educational programs
- Authors, "Title", publication or book name, year, issue, page #

## Sample Format

### PRESENTATIONS AT SCIENTIFIC MEETINGS

1. Hoover HC, Roosevelt FD, Garfield JA, **Jefferson T**. Improving influenza vaccination: Poster presentation at the Secret President's Society meeting. Thurmont, MD, April, 2014.

### PUBLICATIONS

#### PEER-REVIEWED/ORIGINAL RESEARCH MANUSCRIPTS

1. Washington G, Adams J, **Jefferson T\***. Bedside ultrasound diagnosis of clavicle fractures in the pediatric emergency department. *Pediatr Emerg Care* 2010;17:686-693.
2. **Jefferson T**, Jackson A, Wilson W. Bedside ultrasound diagnosis of forearm fractures. *Can Fam Phy* 2014;27(11):1027-1032.
3. Cleveland G, Taft WH, **Jefferson T**, Coolidge C. Effective, easy and acceptable: Single dose dexamethasone for mild-to-moderate asthma exacerbations. *Academy Emer Med* 2015;57:1134-1136.

#### OTHER PUBLICATIONS

1. Jefferson T. and Grant U.: *Growth Hormones* (Ed 2). Wiley. Hoboken, NJ, pp. 483-532, 2008.
2. Jefferson T.: *Tumors: Recognition and Management*. McGraw-Hill, Columbus, OH ;2012

(Edition No., if any, follows title of book (Ed. 5). Vol. No., if any, is inserted between the publishing date and page numbers.)