

SAMPLE CV

Curriculum Vitae

Name, degrees

Assistant Professor, Department of (official department name)

University of (current institution)

Date August 1, 2016

Contact Information

Business Address: Department of xxxxx
Street address, Room number
City, State zip code
Business Phone Number: (410) 999-9999
Fax: (410) 999-9999
Email: email address
Foreign Languages: French (working knowledge)

Education

9999 - 9999 B.S., Biology, Princeton University (Magna Cum Laude)
9999 - 9999 M.D., University of Arizona School of Medicine
9999 - 9999 Ph.D., Neuroscience, Columbia University, Thesis Advisor – name
“Title of thesis” (required for fellow candidates)
9999 - 9999 M.P.H., Johns Hopkins School of Public Health, Epidemiology

Post Graduate Education and Training

9999 - 9999 Internship, Institution Name
9999 - 9999 Residency, Orthopaedic Surgery, Institution Name
9999 - 9999 Fellowship, Neurology, Institution name

Certifications

9999 American Board of (*specialty*)
9999 American Board of (*subspecialty*)

Medical Licensures

9999 Inactive, California
9999 Inactive, New York
9999 Active, Maryland

Employment History

Academic Appointments

9999-9999 Clinical Instructor, Neurology, UNC School of Medicine
9999-present Assistant Professor, Neurology, UMSOM

Professional Society Membership

9999-9999 General Member, American Psychiatric Association
9999-present General Member, American Public Health Association
9999-present Fellow, American Psychiatric Association

Honors And Awards

9999 John Doe Award, University of Texas School of Medicine, awarded for distinguished performance in medicine
9999 Jane Doe Award, University of California, awarded for distinguished clinical performance as an intern

Clinical Activities

Clinical Expertise

Board certified neurologist
Additional board certification in the sub-specialty of multiple sclerosis
Clinical and research focus are in the area of infectious diseases and psychiatry

Scope of Clinical Practice:

9999-present John Doe Clinic (type of clinic)
~180 patients per year
leadership/administrative role
35% FTE

Development of any Clinical Programs:

Detail brief and in list, giving years when applicable

Administrative Service

Institutional Service

9999-9999 UMSOM Institutional Review Board
9999-present Representative, School of Medicine Council
9999-present Director of special service
9999-present Interviewer, UMSOM Admissions Committee

Local and National Service

National Service

9999-present *Ad Hoc* Reviewer, *Journal name (2x/yr), journal name (4x/yr), journal name (1x/yr)*
9999-present Abstract Reviewer, *Association name*
9999 Member, NIH Study Section, Name of study section
9999-present *Ad Hoc* Reviewer, *journal name (3x/yr), journal name (1x/yr), journal name (2x/yr), journal name (1x/yr), journal name (4x/yr)*

Local Service

9999 Consultant, Maryland Advisory Board on Neurology
9999-present Reviewer, State of Maryland Community Association

Teaching Service

Undergraduate Student Teaching

9999 Mentor, Summer Research Training Program
1 undergraduate, daily contact for the summer

Medical Student Teaching

9999-9999 Small Group Discussion Leader, Name of course (course number)
5-7, 2nd year medical students - 3-4 contacts hours/year
9999-present Mentor for Medical Student
1, regular (no less than quarterly) meetings with medical student

Resident and Fellow Teaching

9999-present Name of course (course number)
4-8, 2nd year residents - 48 contact hours/year
9999-present Name of course (course number)
2-3, Infectious disease residents and fellows - 1 contact hour/year

Post-Graduate Teaching

9999-present Research Mentor
1, post-graduate, 6 hours per week

Grant Support

Active Grants:

mm/dd/yy - mm/dd/yy (PI: 75%)
"Title of grant"
National Institute of Drug Abuse, K23 DA999999
Annual Direct Costs: \$999,999
Total Direct Costs: \$9,999,999

mm/dd/yy – mm/dd/yy (Co-Inv 10%) PI: J. Doe
"Title of grant"
NIH R01 MH999999
Annual Direct Costs: \$99,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

mm/dd/yy – mm/dd/yy (Site-PI, 5%) PI: J. Doe
"Title of grant"
Center for Disease Control
Annual Direct Costs: \$999,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

Completed Grants:

2004-2007 (PI, 25%)
"Title of grant"
University of Maryland Intramural Grant
Annual Direct Costs: \$99,999
Total Direct Costs: \$99,999

2005-2007 (Co-Inv 20%) PI: J. Doe
"Title of grant"
NIH, NIMH, R01MH 999999-99
Annual Direct Costs: \$999,999
Total Direct Costs: \$999,999
describe specific role on grant since not the PI

Publications

Peer-reviewed journal articles

1. Smith, AA, **Jones S**, Doe NJ, Yang NG, Johnson DC. Title of Article. Journal Name. 1995 Jul;96:148-150. *(determined analytic method, ran analyses, provided statistical interpretation)*
2. **Jones S**, Taylor SF, Goldman RS, Thompson R. Title of Article. Journal Name. 1996 Feb 1;39(3):227-229.
3. **Jones, S.**, Lester, J., Goldner, R., Doe J., Smith L, Johnson DC. Title of Article. Journal Name. 2008 (In Press).

Submitted or In-Revision Peer-reviewed journal articles

1. **Jones, S.,** Smith, J., Goldman, S., Doe J., Smith L, Johnson MJ. Title of Article. Journal Name. 2015 (Submitted).

Non-peer reviewed journal articles

1. **Jones, S.** Title of article. Journal Name.1998:13(2):13
2. **Jones, S,** Smith, O. Title of Article. Name of Journal.2000:20(2):149-162.

Book Chapters

1. **Jones S,** Power N, Doe NJ, et al: Title of Chapter, Name of Book, Edited by Smith J, Doe J, New York, Haworth Press, 2007.

Major Invited Speeches (number entire section continuously, through each subsection)

Local

1. **Jones, S.,** Title of speech, Inviting organization, Location, 2005
2. **Jones, S.,** Title of speech, Inviting organization, Location, 2006

National

3. **Jones, S.,** Title of speech, Inviting organization, Location, 2006

International

4. **Jones, S.,** Title of speech, Inviting organization, Location, 2007

Proffered Communications

National

1. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2002
2. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2004
3. **Jones, S.** Doe, G., Title, Organization, Location, type of presentation, 2007

George Sample, MD
Explanation of Time Gaps on CV

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| 1998-1999 | Preparing for ECMFG exams and transition to the US |
| 2004-2006 | Caring for my young children |