



GHAPP

Gastroenterology & Hepatology
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How to Build Your CV

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Disclosures

Barbra Cave, PhD, APRN

Research Support: Gilead, Clinical Area – Viral Hepatitis

Research Support: Intercept (spouse), Clinical Area – NASH

Research Support: Conatus (spouse), Clinical Area –

Speaker Bureau: Gilead (self + spouse), Clinical Area – Viral Hepatitis

Speakers Bureau: AbbVie (self + spouse), Clinical Area – Viral Hepatitis

Speakers Bureau: AbbVie (self), Clinical Area – IBD

Speakers Bureau: Intercept (spouse), Clinical Area – NASH

Objectives

- Compare/contrast CVs and resumes
- Discuss CV development best practices
- Review examples of CVs
- Identify ways to build your CV

Quick Poll!

- By show of hands:
 1. I have a resume
 2. I have a CV
 3. I have something, but I don't know what to call it

Spelling Bee!

- Latin origins
- Translates to “Course Life” or “The course of one’s life” (Dictionary.com)
- C-U-R-R-I-C-U-L-U-M V-I-T-A-E

– Other 3 U words:

- Presumptuous
- Unusual
- Subcontinuous

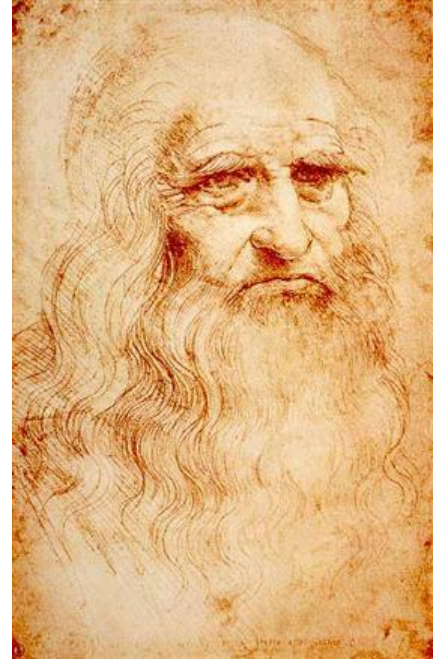
And 4 U words?!?!

- Tumultuous



A Little History...

- Use of the CV traces back to Leonardo Da Vinci circa 1482: “Self-marketing portfolio”
- Predates resumes (1500s)
- Modern CVs considered a “calling card” of a scholar, and are popular worldwide



Compare/Contrast

Resume

Divided by headings:

- Contact info & credentials
- Employment objectives/qualification statement
- Education
- Employment history/Experience
- Licensure/Certifications
- Organizations
- Honors/Awards/Activities
- References

Curriculum Vitae

- Expands on a resume
- Much longer, more detailed
- Includes description on academic and/or professional credentials, qualifications, experience, *and* endeavors

What Is a Curriculum Vitae Used For?

- **Uses:**
 - Employment
 - Faculty Appointment
 - Fellowships
 - Grants
 - Residency Opportunities
- **Length:** unlimited
(Hicks & Roberts. 2016)
- **Users:** Employers, grant funders, scientific award committees, professional organizations (Kawar et al. 2017)

How is that different from a resume?

Use: Resume is used for securing an interview (Jilk et al. 2018)

Length: 1-2 Pages (Hicks & Roberts. 2016)

User: Employers (Kawar et al. 2017)

Best Practices: CV Development

- Use headings and subheadings
- Include all accomplishments, successes, and contributions
- Living document
- Chronological order (recent to oldest)
- Avoid fabrications and embellishments: entries must be verifiable



"It's just that I've never seen 'book smarts' listed on a **CV** before."

CV Formatting Tips

Style

- APA style
- Avoid Clutter
- Use uniform margins
- Use easy-to-read font (Times, Helvetica, Arial)
- **Bold**, underline, *italics* OK, but do not distract

Size & Spacing

- Name: 14
- Headings: 12
- Everything else: 10 or 12
- White Space
- Consider using Tables to help with formatting

So What's the Recipe?

- Demographic Info
 - Get your name and credentials right!
 - Full name (middle name, too!)
 - Highest educational degree in order obtained (PhD, DNP, MSN)
 - OK to suppress lower degrees in same field (example, we do not use Barbra Cave, BSN, MSN, PhD)
 - Practice Title (RN, APRN, APN, NP) as determined by state
 - Honorary Titles (FAANP)
 - Degrees and credentials omit periods (PA versus P.A.)

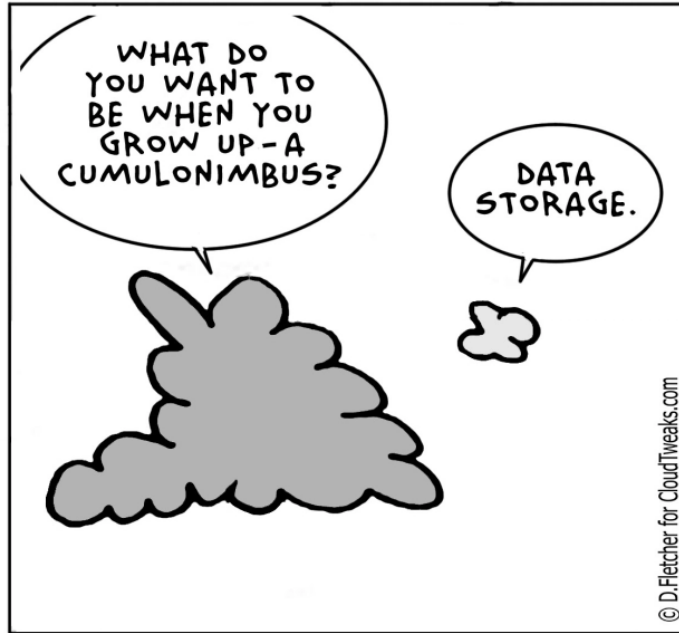
So What's the Recipe?

- Education History
 - If in school, state “in-process” and show expected date of graduation
- Licensure & Certifications
- Honors & Awards
- Employment History
- Scholarly Work Products
 - Peer Reviewed Publications
- Consultations
- Professional Association Memberships
- Service
- Other Considerations (courses taught, languages, mentorships)

What About Cover Letters?

- Not needed if you have a CV
- Per Jilk et al. (2018): *Cover letters are often not read and can be seen as ritualistic additions that serve no specific purpose.*
- BUT – some white-collar positions require a one-page personal statement
- Do NOT include a cover letter unless specifically asked

What About Portfolios?



- Portfolios contain professional writings and accomplishments
 - Work products (manuscripts, brochures, invited lectures)
 - Certificates (continued education, professional certifications)

Example CVs

- Barbra Goshko (March 2014)
- Barbra Cave (June 2020)



- Allison Hobbs (February 2019)
- Allison Hobbs (May 2020)



Group Discussion

- What elements is your CV missing?
- How often do you plan to update your CV?
- What changes do you plan to make to your CV?

References

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