**Tips for preparing your CV and Personal Statement**

**Curriculum Vitae**

* Create your CV manually, using the attached [Feinberg CV template](https://www.feinberg.northwestern.edu/fao/docs/admin-promo-tenure/dossier-cv-template.docx) as a guide (preferred); or
* Create your CV using the Feinberg Faculty Portal. See “[Generate your CV](https://www.feinberg.northwestern.edu/fao/docs/systems/faculty-portal/career-activity-module/generate-cv.pdf).” At point #1.7, export your CV as a Word Document. If you use this option, you will need to perform some manual editing based on the suggested checklist below so it looks like the Feinberg CV template.
* Ensure formatting is consistent throughout (font style and size, indentation, numbering, subheadings, etc.)
* **Publications:**
	+ **Chronological Order:** Ensure published papers are numbered and placed in chronological order or reverse chronological order. Presenting publications in time order is important for reviewers to assess your productivity and trajectory over time.
	+ **Author Lists:** Do not use “et al.” in the author lists—all authors should be listed in the order they appear on the publication. However, if you are one of many in a collaborative effort and not included in the main author byline in PubMed, you may want to list the citation as, “First M, Jones K, Shah L… Myself (Xth out of 75)… Last D: Title here, etc.”
	+ **Highlighting Your Name**: Put your name in bold font so that your contribution stands out.
	+ **Full Citation Information:** Verify that full citation information is included for each paper. Update citations when early online publications are published in print.
	+ **In Press Articles:** Ensure “in press” articles include the journal name and year of acceptance.
	+ **Accepted Articles:** Only include works that are accepted. Update with the publication date as applicable. Manuscripts under submission should not be listed.
	+ **Separate Sections for Publications:** Group original reports, reviews, book chapters, etc., in separate sections. Begin numbering at “1” for each section.
	+ **Avoid Padding:** Refrain from including large volumes of materials like teaching evaluation pages in the CV (which can go on the Record of Teaching form). Use CV supplemental forms for specific accomplishments.
* **Grouping Invited Talks:** Group invited talks by national/international, regional, and local. Include the location, purpose, and date for each presentation. General advice is given below.
	+ Local: e.g., Lurie Pediatric Pearls, Northwestern talk, home institution/Northwestern/Lurie sponsored conferences/CME no matter audience
	+ Regional: e.g., Milwaukee grand rounds, possibly Chicago area medical institution invited talks, regional society conferences
	+ National/International: e.g., AAP invited speaker, etc.

# Closure Dates for Appointments and Leadership Roles: Update CV with closure dates for open-ended appointments (e.g., Editorial Board Member from 2019–present or 2019-2023 as applicable).

# Add CV Supplements as needed: CV Supplements are available for Quality Improvement, Health Equity, Development and Leadership, Public and Population Health Initiatives, and Global Health Initiatives. You can produce manually or generate from the Feinberg Faculty Portal. This is the place to provide more details of accomplishments.

# Skip Non-Applicable Sections:

Sections of the CV template that do not apply to you may be skipped and the heading deleted on the CV. Sections that do apply should be listed in the order established in the template.

# Mentorship, Teaching, and Curriculum Development:

These activities are not included in the Feinberg CV template. They should be added to the bottom of the CV.

# Proofread your CV and be attentive to detail: A poorly prepared CV reflects poorly on the applicant. Have peers or mentors proofread your CV.

**Personal Statement**

# Length: 1-3 single-spaced pages.

* Focus on accomplishments since your last promotion. For example, those applying for Distinguished Clinician you should focus on accomplishments since promoted to Associate Clinician.
* Personal statement should include:
* Committee Service of note (include description of your role)
* Hospital
* Local
* National or Other
* Honors and Awards
* Short and long-term career goals
* Successful applicants will demonstrate substantial achievements in the following areas: Clinical Impact, Teaching/Education, Leadership/Administration, Community/Advocacy, or Quality/Research/Dissemination. Provide a listing or a brief paragraph at the end of the personal statement to highlight your most significant contributions in at least one or two of these areas. If you wish you may include the teaching report from the Feinberg Faculty Portal in this section.
* Any information related to health issues, family circumstances or leave of absence that may have delayed or diminished productivity during the time at your current rank should be included in your personal statement, as this can factor into the promotion decision.
* Proofread your PS and be attentive to narrative and storytelling. Have peers or mentors proofread your PS.