**Johns Hopkins SPH** (P. Hutchinson**)**

**CURRICULUM VITAE (more information in Appendix B)**

1. **PERSONAL DATA**

Home Address (optional)

Business Address, Phone, FAX & E-mail

1. **EDUCATION AND TRAINING**

Degree/Year Institution and Field

Postdoctoral Training

Medical or Other Licensure

Medical Board or Other Certification

1. **PROFESSIONAL EXPERIENCE**

Position, Dates and Institution beginning with Current Faculty Position

Principal Responsibilities

1. **HONORS AND AWARDS**

 Honors

 Awards

 Named Lectureships

1. **PUBLICATIONS (list separately)**

 Journal Articles (signifies peer review)

 Books or Monographs

 Articles and Editorials not peer reviewed

 Chapters

 Other

1. **PRESENTATIONS**

Invited Seminars

 Scientific/Professional Meetings

 Continuing Education

1. **TEACHING**

 Advisees (Name, Degree and Dates, Thesis Title (if applicable)

 Classroom Instruction (Title, Course Enrollment (if Principal Instructor)

 Other Significant Teaching

Development of Curriculum, Courses or Teaching Materials

1. **RESEARCH GRANT PARTICIPATION**

 Title of Grant, Dates and Sponsoring Agency, Principal Investigator and Funding Level

 Main Grant Objective, Principal Responsibilities of Individual

 University

1. **PROFESSIONAL ACTIVITIES**

Society Membership and Leadership

 Participation on Advisory Panels

 Program or Project Development

 Consultations

1. **EDITORIAL ACTIVITIES**

 Peer Review Activities

 Editorial Board Membership

 Ad Hoc Review of Proposals

1. **ACADEMIC SERVICE**

 Division and/or Department

 School

 University

 Community

1. **ADDITIONAL INFORMATION**

Personal statement of research and research objectives (or area of emphasis- teaching, clinical)

**Web Resources for CV Writing**

• The Basics of Science CV’s (Chronicle of Higher Education)

– <http://chronicle.com/article/The-Basics-of-Science-CV-s/46275>

• How to Write a Statement of Teaching Philosophy (Chronicle of Higher

Education)

– <http://chronicle.com/article/How-to-Write-a-Statement-of/45133/>

• AAAS Science Careers Magazine (ScienceCareers.org)

– <http://sciencecareers.sciencemag.org/career_magazine>

• How to Craft a Winning Resume and CV (ScienceCareers.org):

– http://sciencecareers.sciencemag.org/career\_development/tools\_resources/how\_t

o\_guides/how\_to\_craft\_a\_winning\_resume

**Additional Resources**

 • The Chronicle of Higher Education's job site features an area called "First Time on the Market?” may be helpful – (<http://chronicle.com/section/First-Time-on-the-Market-/146/>)

• The Curriculum Vitae Handbook by Rebecca Anthony and Gerald Roe (Rudi Publishing: Iowa City, 1994) includes sample CV's for various disciplines and tips for how to write CV's in various contexts. – (<http://www.amazon.com/Curriculum-Vitae-Handbook-PresentAcademic/dp/0945213263>)

• The Academic Job Search Handbook (3rd Edition), by Mary Morris Heiberger and Julia Miller Vick (who are the author's of the Chronicle's "CV Doctor" column) also provides sample cover letters and CV's – (<http://www.amazon.com/Academic-Job-Search-Handbook3rd/dp/0812217780>)