

Department of Radiology, Curriculum Vitae Template

The curriculum vitae must contain the following information, organized numerically, as indicated below (all numbered topics must be responded to; a “blank” response does not indicate “no”, “none”, or “not applicable”):

1. Personal Data: Place of birth; citizenship, if applicable; date of birth optional.
2. Education: University of undergraduate and graduate degrees (indicate dates).
3. Postgraduate Training: Internship, residencies, fellowships (place and dates).
4. Faculty Positions Held: (place and dates).
5. Hospital Positions Held: (place and dates) Do Not duplicate #3 above.
6. Honors: Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDA's, Young Investigator Awards, Teaching Awards, etc.
7. Board Certification: General Medical and Specialty Boards (indicate date received).
8. Current License(s) to Practice.
9. Professional Organizations: Include offices held.
10. Teaching Responsibilities: List specific courses, specific responsibility and percentage of responsibility if shared course. Indicate role in teaching committees. List recent CME. List trainees during the past 5 years, if primary mentor.
11. Editorial Responsibilities: Mention if you are on Editorial Boards, but do not mention occasional reviewing duties.
12. Special National Responsibilities: Study sections, Training Grant Committees, etc.
13. Special Local Responsibilities: University and Hospital Committees. Do not duplicate teaching committees listed in #10.
14. Research Funding: Sources, dates and dollars. Include Training Grants.
15. Bibliography (use the format in (a) for (b) through (f):
 - a) The first section should be manuscripts in refereed Journals with authors listed in the order they appear in the original publication. Include manuscripts in press (i.e. accepted for publication). Number these articles consecutively and include the first and last page numbers of each article.
 - b) The second section: Book chapters.
 - c) The third section: Published books, videos, software, etc.
 - d) The fourth section: Other publications (e.g. in non-referred journals and letters to the editor.
 - e) The fifth section: Manuscripts submitted, list separately with date of submission. Do not list manuscripts in preparation or work in progress.
 - f) List Abstracts in a final section.
 - g) List scientific exhibits.
16. (Optional) Other: National invitational lectures, etc.