**CCLCM CV TEMPLATE INSTRUCTIONS**

(2021 Template begins on page 15)

Required for all regular track applications!

Cleveland Clinic Lerner College of Medicine (CCLCM) CV Template 2021 is the required version for all faculty members applying in the regular track for a new appointment or promotion as an instructor, assistant professor, associate professor, and professor. **Older versions of the template from 2016 and 2019 are no longer permitted!** All faculty members should maintain a complete and current CV.

Your CV and personal statement are the most important documents that the review committees at CCLCM Committee on Appointments and Promotions (CAP) and CWRU (Committee on Appointments, Promotions, and Tenure (CAPT) will use to approve your application. It is essential that you take the time to **make them as thorough and orderly as possible. It is your responsibility to turn in a neat and complete application.**

**Remember, the review committees are looking at what you have done in the years since your last appointment or promotion**; therefore, your reputation needs to be evident in your CV. The committees will be focused on your publications, presentations, and professional service outside of Cleveland Clinic to decide if you have the required reputation. For those who have a Primary Area of Excellence is in Clinical Service or Teaching, the reputation for associate should be at the Regional / Midwest level or emerging National level. For professor, your reputation should be at the National level. If Research is your Primary Area of Excellence, you will need a National level for associate professor and an International level for professor.

**INFORMATION**

1. **Your CV needs to be exactly like the CCLCM CV Template (format, font, layout, etc.)! Do NOT submit your application unless your CV is in the CCLCM Template 2021.**

2. **Important formatting choices to remember throughout the entire CV**

a. Use Times New Roman 10 pt. font everywhere EXCEPT bold **SECTION TITLES** that are 12 pt. font.

b. Provide footers that list your full name and credentials.

c. Use 1” margins.

d. Do not use abbreviations or acronyms; spell everything out.

e. Use bolding only when indicated to do so; unnecessary bolding causes confusion. But, **DO bold your name** when you are the author.

f. Do not duplicate any information in multiple sections; choose the most appropriate section.

3. Put current date on CV

a. During the application process, if you have updates to your CV, you may upload a revised version with the current date, to your online application.

b. If your application has already been sent to CAP or CWRU; put any small updates into an email or for large updates, highlight them on your CV and send to FacultyAffairsCCLCM@ccf.org.

4. List only these sections recent to oldest: Professional Appointments, Academic Appointments, and Research /Grant Support. List all other CV sections chronologically (oldest to recent).

5. Professional and Academic Appointments sections*; you should NOT have a current full-time Academic Appointment with an outside educational institution.* You may have a part-time rank with an outside institution.

6. Teaching Activities; if any activity is done multiple times a year or on a regular basis, list the number of times per year and list the dates in yyyy-yyyy format; don’t list each one separately. If it is a one-time event, put the date in mm/yyyy format.

7. Primary Area of Excellence (PAE)

a. If your PAE is clinical service, then you should excel in that clinical area and have a reputation which supports it; via presentations, research publications, and possibly grants.

b. If your PAE is teaching, then teaching should be the focus of your presentations and research publications (not mostly clinical), and your number of teaching activities should stand out above your clinical service and research activities. Consider this: do you show educational innovation or unusual excellence as an educator?

c. If your PAE is research you should meet or exceed the requirements outlined on the Requirements Worksheet (associate professor and professor) and your research should be 80-100% of your FTE.

8. You also need to choose a secondary area of excellence that stands out on your CV (for associate professor and professor only). This should be an area in which you have above average participation in; either teaching, research, or professional / administrative service (having “good citizenship” in your clinical area of focus).

9. Bibliography Section

a. Posters; if published as an abstract, list in Bibliography/Abstracts section and make note if it is a poster, if not published, list in Teaching Activities / Presentations section.

b. Abstracts; if published, list in Bibliography/Abstracts section, if not published, list in Teaching Activities / Presentations section.

**TIPS**

• Delete directions and any unused sections in your CV. If needed, you can add sections that are not listed.

• Double check you have your MD/DO/PhD degree and state medical license listed (if applicable).

• Do NOT include Social Security Number, your photo, information regarding children or marital status, etc.

• **Always include start-end dates** (e.g., 1996-2001, 2012-present, or 09/2013-12/2017) for all sections.

• Do not leave any time gaps greater than 3-4 months on your CV;

* + Between your education, post-graduate training, and your professional and academic appointments, all months and years should be accounted for.
* You can fill in time gaps by listing the reason for the break and the start-end dates.

• Do not duplicate positions;

* + Do NOT list Chief Resident under Post-Graduate Training and under Professional Appointments; please list under Post-Graduate Training only.

o Only list a combined faculty and professional appointment once under Professional Appointments.

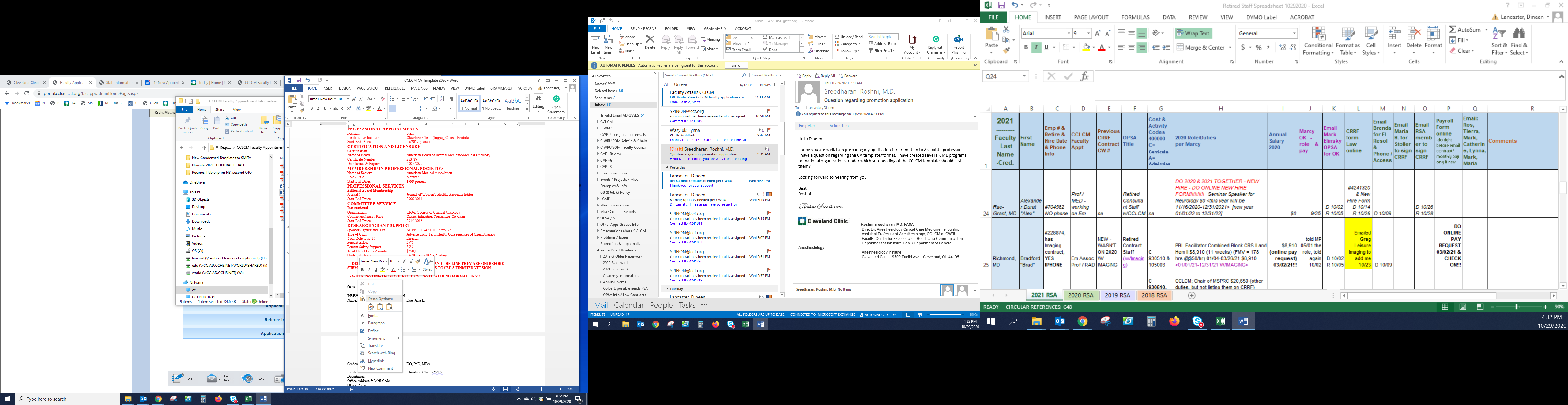
• Make sure to include *all* appointments and committees you work on; the review committee should not read in a referee letter that you were excellent on a committee and then be unable to locate it on your CV.

• Spell check and proofread to catch all errors and provide a professional CV; this is your application!

• Check your CV to make sure you have never worked with the external referees you are putting in your application. Search for the external referees’ last name in a Word version of your CV. *If you find them, you can no longer have them as an external referee* (they can only be used as a colleague). The only exception is if it was a large group study / paper that you did not work personally with them. If so, make note of it.

• Contact CCLCM Faculty Affairs at 216.442.5627 or FacultyAffairsCCLCM@ccf.org with any questions.

**~WHEN PASTING FROM YOUR OLD CV, PASTE WITH NO FORMATTING** using Paste Option “A”**!!**



**CV EXAMPLE**

**What yours should look like when completed!**

**Curriculum Vitae**

**for**

**Cleveland Clinic Lerner College of Medicine**

**SEPTEMBER 1, 2021**

**PERSONAL INFORMATION**

Name; last, first middle Doe, Jane B.

Credentials; MD, PhD, etc. MD, PhD, MS, MBA

Institution & Institute Cleveland Clinic, Taussig Cancer Center

Department Pediatric Oncology

Office Address & Mail Code 10201 Carnegie Ave, Cleveland, OH 44106

Office Phone 216-445-0000

Office Email doej85@ccf.org

Home Address 2222 W. 4th St. Apt 333, Cleveland, OH 44102

**EDUCATION & TRAINING**

**Education**

School & City, State / Country Boise State University, Bozeman, ID

Degree BS, Economics

Start-End Dates 08/1993-06/1997

School & City, State / Country Chalmers University of Technology, Gothenburg, Sweden

Degree MS, Biomedical Engineering

Start-End Dates 08/1997-06/1999

School & City, State / Country Case Western Reserve University

Degree MD

Start-End Dates 07/1999-06/2003

School & City, State / Country Cleveland State University, Cleveland, OH

Degree PhD, Computational Biology

Start-End Dates 07/2000-06/2004

School & City, State / Country Excelsior College, Albany, NY

Degree MBA

Start-End Dates 05/2019-11/2022 (expected)

**PhD Thesis**

Title Comparison of seborrheic keratosis and skin cancer misinterpreted results.

Thesis Committee Members Ross Gorweski, PhD, Charles Borden, PhD, Chelsea Yist, PhD, and

Raegan Chu When, MD, PhD

**Post-Graduate Training**

Institution & City, State / Country Hospital Ciro Garcia, Havana, Cuba

Position Internship

Start-End Dates 07/2004-06/2005

Institution & City, State / Country Princeton-Plainsboro Teaching Hospital, Plainsboro, NJ

Position Resident, Internal Medicine

Start-End Dates 07/2005-07/2008

Institution & City, State / Country Princeton-Plainsboro Teaching Hospital, Plainsboro, NJ

Position Chief Resident, Internal Medicine

Start-End Dates 07/2007-07/2008

Institution & City, State / Country Lander-Gray Medical Center, Seattle, WA

Position Fellow, Oncology

Start-End Dates 07/2009-06/2011

**PROFESSIONAL APPOINTMENTS**

Position Staff

Institution & Institute Cleveland Clinic, Taussig Cancer Institute, Pediatric Oncology

Department Oncology

City, State / Country Cleveland, OH

Start-End Dates 05/2017-present

Position Chair of Quality & Innovation

Institution & Institute Cleveland Clinic

Department Oncology

City, State / Country Cleveland, OH

Start-End Dates 07/2013-11/2014

Position Associate Staff

Institution & Institute Cleveland Clinic, Taussig Cancer Institute

Department Oncology

City, State / Country Cleveland, OH

Start-End Dates 02/2013-04/2017

Position Researcher

Institution & Institute Smith Biomedical Research Lab, DNA Sequencing

City, State / Country Ashley, NC

Start-End Dates 10/2012-01/2013

Position Associate Professor

Institution & Institute University Medical Center, The State University of Louisiana

Department Oncology

City, State / Country New Orleans, LA

Start-End Dates 07/2011-08/2012

Position Physician

Institution & Institute Innovate Medical Practice, LLC

City, State / Country Slidell, LA

Start-End Dates 07/2011-09/2012

Position Study for Step 3 Exam and Volunteer with Free Clinic

City, State / Country Guatemala City, Guatemala

Start-End Dates 07/2008-06/2009

**ACADEMIC APPOINTMENTS**

Rank / Department Assistant Professor of Medicine

Institution & City, State / Country Cleveland Clinic Lerner College of Medicine of Case Western Reserve

University, Cleveland, OH

Start-End Dates 08/2012-present

Rank / Department Clinical Instructor of Pathology

Institution & City, State / Country Case Western Reserve University, Cleveland, OH

Start-End Dates 02/2017-04/2018

**ADDITIONAL CAREER DEVELOPMENT**

**Leadership Development**

School / Institution Crimson Group, Cambridge, Massachusetts

Title / Certificate Alliance for Academic Internal Medicine (AAIM) Executive Leadership

Course

Start-End Dates 10/2017

School / Institution Cleveland Clinic Learning Academy

Title / Certificate Leading in Healthcare Program

Start-End Dates 10/2018-04/2019

**Educator Development**

School / Institution Vanderbilt University

Title / Certificate Clinical Teaching Seminar

Start-End Dates 03/2012

School / Institution Cleveland Clinic/ACGME (Accreditation Council of Graduate Medical Education)

Title / Certificate Clinical Evaluation and Assessment of Residents and Fellows Course

Start-End Dates 12/2017

**Clinical Development**

School / Institution Cleveland Clinic Emergency Department

Title / Certificate Ambulatory Care Workshop

Start-End Dates 04/2015

School / Institution Harvard Medical School, Boston, Massachusetts

Title / Certificate Statistics for Researchers in Genomic Medicine Seminar

Start-End Dates 10/06/2018-10/12/2018

**CERTIFICATION AND LICENSURE**

**Certification**

Name of Board American Board of Internal Medicine-Medical Oncology

Certificate Number 263789

Date Issued & Expires 2005-2025

Name of Board North American Board of Pediatric Surgery

Certificate Number 432567X

Date Issued & Expires 2008-present (renewable 2028)

**Licensure**

Name of State Medical Board Indiana

License Number 298322-3

Date Issued & Expires 2009-2012

Name of State Medical Board Australian Health Practitioner License

License Number MED030322988 - Specialist

Date Issued & Expires 2010-2018

Name of State Medical Board Ohio

License Number 34.382946

Date Issued & Expires 2011-present

**MEMBERSHIP IN PROFESSIONAL SOCIETIES**

Name of Society American Medical Association

Role / Title Member

Start-End Dates 1999-present

Name of Society American Academy of Pediatrics

Role / Title Fellow in Training

Start-End Dates 1999-2001

Name of Society Society for Cancer

Role / Title Member

Start-End Dates 2000-2010

Name of Society Midwestern Association of Program Directors in Internal Medicine

Role / Title Member

Start-End Dates 2008-present

Name of Society Midwestern Association of Program Directors in Internal Medicine

Role / Title Treasurer

Start-End Dates 2018-2022

Name of Society American Academy of Pediatrics

Role / Title Member

Start-End Dates 2018-present

**PROFESSIONAL SERVICES**

**Editorial Board Membership**

Journal 1 Journal of Women’s Health, Associate Editor

Start-End Dates 2006-2014

Journal 2 The Oncologist, Liver Cancer Section

Start-End Dates 2008-present

Journal 3 International Journal of Pediatrics

Start-End Dates 2017-present

**Manuscript Reviewer**

Journal 1 Cancer

Start-End Dates 2005-2011

Journal 2 The Oncologist

Start-End Dates 2009-present

Journal 3 Pulmonology

Start-End Dates 2012-2018

Journal 4 Pediatric Research

Start-End Dates 2015-present

**Study Sections/ Grant Review Committees**

Organization Michael J. Scott Alzheimer’s Foundation

Section / Committee Grant Review Committee Member

Start-End Dates 2011, 2013

**Advisory Groups**

Organization Global Resource for Advancing Cancer Education (GRACE)

Title Board of Directors

Start-End Dates 2015-present

Organization March of Dimes of Cleveland

Title Accreditation and Research Committee

Start-End Dates 2018-present

Organization LifeAct

Title Medical Advisory Panel

Start-End Dates 2019-present

**COMMITTEE SERVICE**

**International**

Organization Global Society of Clinical Oncology

Committee Name / Role Cancer Education Committee, Co-Chair

Start-End Dates 2015-2016

Organization Global Diabetes Awareness Association

Committee Name / Role Socio-Medical Affairs Committee, Committee Member

Start-End Dates 2015-2016

Organization World Medical Association

Committee Name / Role Finance and Planning Committee, Official Advisor

Start-End Dates 2017-2019

**National**

Organization National Board of Medical Examiners

Committee Name / Role Patient Safety Task Force, Member

Start-End Dates 2015-2016, 2017-2018

Organization American Cancer Institute

Committee Name / Role Management of Immunotherapy-Related Toxicities Panel, Member

Start-End Dates 2016-2017

Organization National Board of Medical Examiners

Committee Name / Role Patient Safety Task Force, Secretary

Start-End Dates 2018-2019

Organization American Cancer Institute

Committee Name / Role Social Media Working Group, Chair

Start-End Dates 2018-present

**Regional / Midwest**

Organization Midwest Society of Medical Advancement

Committee Name / Role President Elect, President, and Past President

Start-End Dates 2010, 2011, 2012

Organization Cuyahoga County Board of Health

Committee Name / Role Mortality Review Committee, Member

Start-End Dates 2017-2019

Organization Tri-State Board on Neonatal and Perinatal Medicine

Committee Name / Role Pediatric Improvement Committee, Vice Chair

Start-End Dates 2018-present

Organization First Year Ohio

Committee Name / Role Infant Mortality Task Force, Executive Board

Start-End Dates 2019-present

**Hospital Affiliate**

Organization Prairie Slope Hospital for Women & Babies

Committee Name / Role Translational Scientist Search Committee, Member

Start-End Dates 2006-2011

**MetroHealth Medical Center**

Committee Name / Role Center for Excellence in Coaching and Mentoring, Mentor Coach

Start-End Dates 2008-2013

Committee Name / Role Quality Assurance in Medicine Center

Start-End Dates 2009-2011

**Cleveland Clinic**

Committee Name / Role Office of Professional Staff Affairs Advisory Committee, Member

Start-End Dates 2011-2012

Committee Name / Role Cancer Care and Treatment Committee, Vice-Chair for Education

Start-End Dates 2015-present

**Educational Committees**

Organization Penn Medicine Princeton Medical Center

Committee Name / Role Pediatric Didactic Training Committee, Member

Start-End Dates 2006-2008

Organization Cleveland Clinic

Committee Name / Role Taussig Cancer Center Education Committee, Member

Start-End Dates 2010-present

Organization Cleveland Clinic Lerner College of Medicine

Committee Name / Role Portfolio Review, Member

Start-End Dates 2012, 2014

Organization Cleveland Clinic Lerner College of Medicine

Committee Name / Role Student Wellness, Member

Start-End Dates 2018-present

**HONORS AND AWARDS**

Graduate with Highest Distinction in Research, Case Western Reserve University, 2003

First Place Ranked Resident, Princeton-Plainsboro Teaching Hospital, 2006-2008

Travel Award for Presentation at Radiological Society of North America (RSNA), 2007

B. Davidson Phillips Fellow, Princeton Radiation Oncology Program, 2008

Given to only 2 Fellows in the Oncology Department every 5 years in recognition of exemplary patient service.

American Society of Diabetes (ASD) Foundation Merit Award, 2008

The Jane B. Doe Young Investigator Award, Diabetes Research Foundation, 2010

Awarded to recipients who make significant contribution to the forward movement of Diabetic research and treatment. I was the first recipient because of my research and successful modification to islet cells, and was thus given the honor of the award being named after me.

Community Service Award for Medical Intervention, Singapore General Hospital, Bukit Merah, Singapore, 2011

Best Doctors in America, 2013-2015, 2017-present

Cleveland Magazine Best Doctors, 2013-present

Association Media & Publishing EXCEL Award, Best Blog Post, 2015

Outstanding Clinician Award, Emergency Medicine Institute, Cleveland Clinic, 2015

-Given out every other year to the top emergency physician out of 75 practicing.

Cleveland Clinic Caregiver Celebrations: Patient Recognition Award, Medical Operations, 2016

Selected to Attend Competitive Association of American Medical Colleges (AAMC) Early Women’s Career Development Seminar, 2016

Only 17 other MD’s were invited to attend.

Beta Gamma Sigma Recognition Best in Business, 2018

Alliance for Academic Diabetic Medicine Innovations Award Grant Recipient, 2018

Society of Pediatric Oncologist, National Scholarship in Education Award Recipient, 2021

-Chosen from a pool of 1,000 applicants. Five awards presented.

**TEACHING ACTIVITIES**

**Curriculum / Course Development**

1. Night Float Rotation, Lander-Gray Medical Center, Seattle, WA

Time spent creating was 100 hours, 2010.

Developed written goals and objectives, teaching plan, reading list, and ensured teaching strategies aligned with stated curricular goals and objectives. Audience was fourth year medical students rotating in the emergency room.

1. “Tendencies of the Pancreas: Diabetes” Course Director, Case Western Reserve University

Time spent creating was 23 hours, 2012.

Faculty of Geriatric Medicine. Created a new program for faculty to highlight the increased medical literature linking diabetes to pancreas insufficiency in the geriatric population of urban areas.

1. Course Director: “Advances in Cancer Care”, Multidisciplinary Curriculum for Internal Medicine and

Oncology Residents. Cleveland, OHTime spent creating was 18 hours, 2016.

Developed, directed, and implemented to determine the effects of multidisciplinary curriculum focusing on advancement in cancer treatment and on the comfort, knowledge, and referral patterns of internal medicine and oncology residents. Was for oncology residents in pediatric rotation.

1. Teaching to Teach: Workshop for Brain Tumor Fellows in three year program. Cleveland Clinic

Time spent creating was 210 hours over two years, 2016-2018.

Started a new one year course for brain tumor fellows who participate in teaching medical students (CCLCM, CWRU, and NEOMED) and third year surgical residents (Cleveland Clinic joint program with MetroHealth). Analysis of the existing teaching schedule and agenda proved that it was not functioning. After numerous surveys, inquiries, and multiple meetings; I was chosen to create a new program.

**Invited Lectures**

**International**

1. “Diabetes Research: The Keys to High Blood Sugar Control.” The International Conference on Diabetes, Tokyo, Japan. 04/2010
2. “Evaluating Developments in Pediatric Oncology.” CME Conference Vall D’Hebron Institute of Oncology, Barcelona, Spain. 06/2014

**National**

1. “Delivering a Successful Oral Abstract Presentation.” National Meeting of the Society of General Medicine, Toronto, Canada. 05/2008
2. “Gender Differences in Communication Patterns.” National Meeting of the Association of Program Directors in Medicine, Cleveland, OH. 12/2010
3. “How to Use Global Approaches to Annual Curriculum Development.” National Meeting of the Association of Programs Directors in Medicine Chief Resident Meeting. Las Vegas, NV. 08/2018
4. “Prospective Medical Residents: What Eras Can Tell You About Who Will Succeed In Your Program?” National Meeting of the Society of Pediatric Oncology. Baltimore, MD. 10/2018

**Regional / Midwest**

1. “Causes of Diabetes.” Diabetes Today Conference. St. John’s Westshore Hospital, Westlake, OH. 06/2011
2. “Oncologic Emergencies” CME Symposium. University of Michigan, Ann Arbor, MI. 05/2012
3. “Management of Stage III Cancer.” Thoracic Oncology Conference, Lexington, KY. 10/2017

**Local**

1. “Targeting Islet Cells in Diabetes.” Internal Medicine Symposium. Princeton-Plainsboro Teaching Hospital, Plainsboro, NJ. 03/2008
2. “Team Building and Support: Advancing Teamwork in the Workplace.” Case Western Reserve University Annual Leadership Meeting. 11/2011

**Grand Rounds**

**International**

1. “DNA Sequencing and Predicting Illnesses.” Department of Pediatrics Grand Rounds, University of Jordan, Amman, Jordan. 10/2012

**National**

1. “Moving Modern Systemic Therapy into Earlier Stages of Cancer.” University of Florida Grand Rounds, Gainesville, FL. 06/2019

**Regional / Midwest**

1. “Diabetes: An Update for Internists.” General Surgery Grand Rounds, Alleghany General Hospital, Pittsburgh, PA. 12/2011
2. “Pediatric Cancer Update” Fairview Hospital Grand Rounds, Cleveland, OH. 03/2017

**Local**

1. “Implementing Growth in Resident Education” South Pointe Grand Rounds, Cleveland, OH. 03/2014
2. “Targeting Growth Factor Receptors in Cancer” Taussig Cancer Center Grand Rounds, Cleveland, OH. 07/2016
3. “Outlining the steps to treat rare disorders” Hospital Ciro Garcia, Havana, Cuba 10/2019. Asked to speak at the hospital I did my internship at.

**Visiting Professorships**

**International**

1. “Patient Safety” Visiting Professor for Institution’s Faculty Development, Arab Congress of Pediatric Societies. Amman, Jordan. 05/2011

**National**

1. “Coaching the Struggling Learner” American Oncology Association (AOA) Visiting Professor, Marshall University, San Antonio, TX. 02/2009

**Regional / Southeast**

1. “Update on Pediatric Cancer in 2017” Conor T. Spillman Visiting Professorship in Oncology. The Georgia State University Hill Medical Center, Augusta, GA. 11/2017

**Other Presentations**

**International**

1. “New Therapeutic Options for Treatment.” Presenter, International Association for the Study of Cancer Targeted Therapies Symposium. Santa Monica, CA. 02/2017
2. Women’s Health Education Oral Abstract Session, Moderator. International Women’s Health Essentials Conference. Miami, FL. 08/2017

**National**

1. “Pediatrics and the Need for Optimal Patient Care in Cancer Cases” Educational Session Speaker, American Society of Clinical Oncology Annual Meeting. Chicago, IL. 06/2018
2. “Take Action and Make Your Own Path” Opening Speaker, 2018 Women in Healthcare Forum: Aspiring to Action. National Women in Healthcare Conference. Cleveland, Ohio. 11/2018

**Regional / Midwest**

1. “Updates on Chemotherapy and Targeted Treatments in Children.” Poster Presentation, 16th Annual Clemens Pavilion Cancer Symposium, Sandusky, OH. 02/2015
2. “Developing Short and Long Term SMART Goals.” Presented to the Strategic Planning Committee, University of Michigan Medical Center, Ann Arbor, MI. 01/2017

**Local**

1. “Selection of Personalized Chemotherapy for Patients.” Advances in Cancer Evaluation and Management, Cleveland Clinic, OH. 07/2010
2. Theme Proposals for Joint Session Workshops. Presented to the Alliance for Academic Internal Medicine Workshop Review Task Force, Cleveland Clinic, OH. 04/2019

**Trainees / Mentees**

1. Jonathon Snow, PhD; candidate, Princeton-Plainsboro Hospital, Dissertation Committee Member, 2004-2006. Currently assistant professor at Nokuschima University Medical Center, South Korea.
2. Meredith Greyson, MD; Medical Student, Mayo Clinic, Rochester, MN, 2005. Currently I am unsure of where she is at.
3. Anthony Stark, MD; Clinical Fellow, Netherlands Cancer Institute, Amsterdam, Netherlands, 07/2006-06/2010. Currently a family physician in Ships Rock, RI.
4. LeeAnn Wong, PhD; Post-Doctoral Fellow in Hematology/Oncology, Cleveland Clinic, 2018-present.

**CCLCM Medical Students – 4 months of training**

1. Ross Smythe, 2nd year trainee, 2014
2. Joan Marie Gustendorf, 2nd year trainee, 2015
3. Anma Jung Mitrale, 3rd year trainee, 2017

**Cleveland Clinic Mentorship Program**

Mentees have been with the Cleveland Clinic Mentorship Program and the relationships are confidential as per the agreement, 8 mentees total, 2014-2018.

**Teaching Material Produced**

1. Pre-course Instruction Sheets and Guidelines on Writing Goals and Objectives, Society for General Internal Medicine (SGIM) TEACH (Teaching across the healthcare continuum) Program. 2013-2017.
2. Tip Sheet for Endoscopic Ultrasounds in Tumor Detection, Oncology Department, Cleveland Clinic. 2016
3. PowerPoint Creation and Oral Presentation on Pediatric Oncology, Advanced Research in Medicine 4/5 Hot Topics in Clinical/Translational Medicine Class. Cleveland Clinic Lerner College of Medicine. 2018.
4. CME Leadership handouts for Society of Professional Faculty Development, presented online. 11/2019.

**Teaching Administration**

1. Associate Program Director, Hematology/ Oncology Residency Program. Lander-Gray Medical Center, Seattle, WA. 2006-2008.
2. Fellowship Director, Hematology/ Oncology Fellowship Program. Cleveland Clinic. 2014-2017.
3. Educational Liaison and Course Director, Interdisciplinary Curriculum for Internal Medicine. Excelsior College, Albany, NY. 2019-present.

**Teaching Activities**

1. Teaching Assistant, Medical Neuroscience. 8 hours/week. Graduate Students of Case Western Reserve University, 03/1998-10/1998.
2. Teaching Assistant, Musculoskeletal System Year 2. 10 hours/week. Medical Students of Case Western Reserve University, 1999.
3. Non-didactic teaching during rounds in the Oncology Department. Bedside teaching to residents, fellows, nurses and nurse practitioners. Cleveland Clinic, 2005-present.
4. Diabetes core curriculum lectures. 20 hours/month. Incoming fellows at Lander-Gray Medical Center, Seattle, WA, 2009-2011.
5. M&M Conference, Inpatient Solid Tumor Service. 4 hours/week/2 months. Supervision over 4 interns/residents per month, 2009-present.
6. Oncology Fellow Main Staff Lead. 30 hours/week, with 2-4 hematology-oncology fellows, 2012-present.
7. Inpatient Oncology Curriculum Instructor. 2 hours/month. Informative didactic sessions on cancer for medicine house staff, 2016-2019.

**RESEARCH / GRANT SUPPORT**

**Grant Supported**

Sponsor Agency and ID # NIH/NCI F34 MH18 2798927

Title of Grant Adverse Long-Term Health Consequences of Chemotherapy in Children

Description / Information This study was earned under much competition after a 3-step vetting

process. The children will be recruited throughout Ohio and a new lab tech

will be hired.

Your Role if not PI Director

Percent Effort 25%

Percent Salary Support 30%

Total Direct Costs Awarded $250,000

Start-End Dates 09/2019- 09/2023- Pending

Sponsor Agency and ID # Siemens Healthcare

Title of Grant Integrative Therapy in Cancer

Description / Information In-person presentation was required to receive these grant funds. Out of a

field of 200 applicants, only 5 awards were given. The study will be with

the four other winners with results combined into a research paper.

Your Role if not PI PI

Percent Effort 15%

Percent Salary Support 15%

Total Direct Costs Awarded $86,253

Date 05/2018- 05/2022

Sponsor Agency and ID # Bristol-Myers Squibb Impact Award

Title of Grant Genetic Vulnerabilities of Cancer

Description / Information High impact award given once every 5 years. Applicants were from 10

countries where Bristol-Myers has facilities. Study must support

communities that are vulnerable. I will be part of the team that recruits

patients within the strict guidelines of the study.

Your Role if not PI Scholar

Percent Effort 100%

Percent Salary Support 100%

Total Direct Costs Awarded $75,000

Start-End Dates 01/2018- 01/2020

Sponsor Agency and ID # VeloSano / Cleveland Clinic

Title of Grant Improving outcomes in vulnerable populations of mothers and babies

Description / Information VeloSano is a Cleveland Clinic fundraiser help yearly. Grant funds are

awarded based on a two-part vote among the board of directors and

Cleveland Clinic leadership. This study will work with local families and I

will present outcomes at a future Cleveland Clinic VeloSano event.

Your Role if not PI Co-PI

Percent Effort 11%

Percent Salary Support 0%

Total Direct Costs Awarded $83,500

Start-End Dates 11/2015- 03/2017

Sponsor Agency and ID # Diabetes Research Foundation Grant

Title of Grant Hidden Factors Causing Type 2 Diabetes

Description / Information Industry award given to all that apply within the guidelines to study

minority patients within a four year period by using the new guidelines of

the Diabetes Research Foundation for improving the outcome of those on

generic medications.

Your Role if not PI Trainee

Percent Effort 5%

Percent Salary Support 0%

Total Direct Costs Awarded $435,000

Start-End Dates 03/2006- 03/2010

**Independent Research Efforts**

Title of Research Project Improving Results in ER Geriatric Patients

Description / Information Studied the two-year EMR records of all patients over the age of 80 to see if

cardiac intervention lowered the rate of readmissions over a 6-month period post ER release. Wrote one paper and presented at the Geriatic Society annual meeting.

Your Role if not PI Trainee with mentor Dr. James Delokopis

Start-End Dates 03/2006- 03/2008

**BIBLIOGRAPHY**

~In this section you can copy and paste from your current CV **as long as they are numbered and listed in chronological order (oldest to most recent)**.

~**Bold your name** instead of underlining it and list ALL authors.

~**Paste with “no formatting” into the sections and never use et al.**

**Peer Reviewed Articles**

**Edited Books, Monographs or Journal Volumes**

**Invited, Non-Peer Reviewed**

**Book & Book Chapters**

**Patents**

**Media Appearances & Coverage / Podcasts**

**Software / Application Development**

**Editorials**

**Letters**

**Abstracts**

**Abstract Presentations**

**CLINICAL ACCOMPLISHMENTS**

1. Current work time allotment: 80% of time devoted to patient care, 10% devoted to chair administrative duties, and 10% allocated to protected time on research projects.
   1. Due to my heavy load of patient care, much of my research is done during my own hours.

**COMMUNITY SERVICE / VOLUNTEER CONTRIBUTIONS**

1. Men’s Minority Health Fair

***…NOW, CREATE YOUR CV IN THE BELOW TEMPLATE.***

**CURRICULUM VITAE**

**FOR**

**CLEVELAND CLINIC LERNER COLLEGE OF MEDICINE**

**~YOU MUST INCLUDE THE LINE ITEM DESCRIPTION (highlighted below - name, role, dates) IN EACH SECTION! EXAMPLES:**

**PERSONAL INFORMATION**

**Education**

School & City, State / Country Boise State University, Bozeman, ID

Degree BS, Economics

Start-End Dates 08/1993-06/1997

**CERTIFICATION AND LICENSURE**

**Certification**

Name of Board American Board of Internal Medicine-Medical Oncology

Certificate Number 263789

Date Issued & Expires 2005-2025

**PROFESSIONAL SERVICES**

**Editorial Board Membership**

Journal 1 Journal of Women’s Health, Associate Editor

Start-End Dates 2006-2014

**RESEARCH/GRANT SUPPORT**

Sponsor Agency and ID # NIH/NCI F34 MH18 2798927

Title of Grant Adverse Long-Term Health Consequences of Chemotherapy

Your Role if not PI Director

Percent Effort 25%

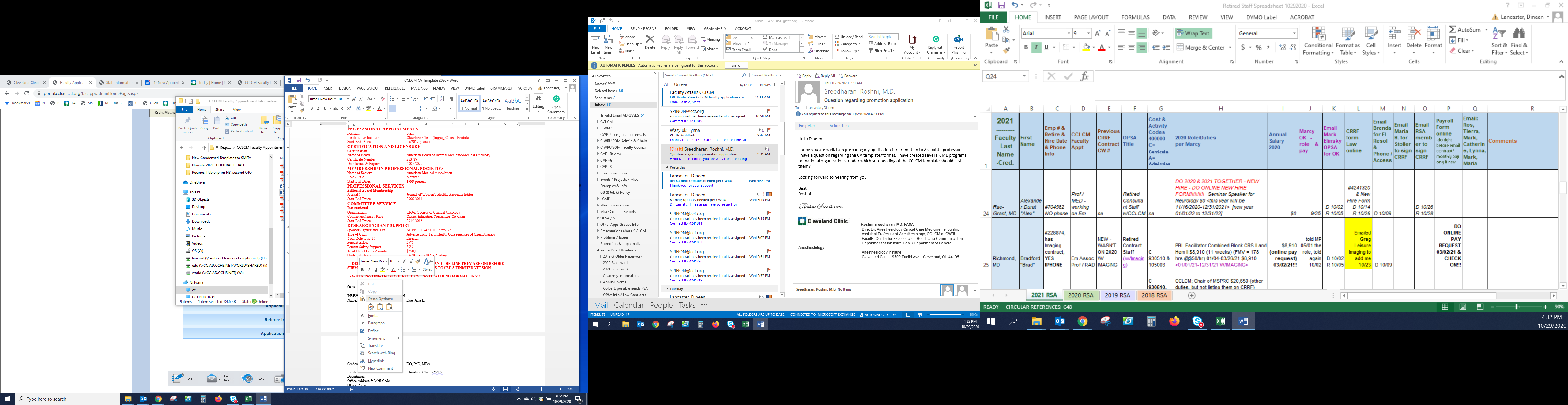
Percent Salary Support 30%

Total Direct Costs Awarded $250,000

Start-End Dates 09/2019- 09/2023- Pending

**~DELETE THE LINE ALL RED TIPS ARE LISTED ON BEFORE SUBMITTING. REVIEW ABOVE EXAMPLE & INSTRUCTIONS TO SEE WHAT YOUR FINISHED VERSION SHOULD LOOK LIKE.**

**~WHEN PASTING FROM YOUR OLD CV, PASTE WITH NO FORMATTING** using Paste Option “A”**!!**



**May 28, 2022**

**PERSONAL INFORMATION**

Name; last, first middle Doe, Jane B.

Credentials; MD, PhD, etc. DO, PhD, MBA

Institution / Institute Cleveland Clinic, ????????

Department

Office Address & Mail Code

Office Phone

Office Email

Home Address (Optional)

**EDUCATION & TRAINING**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~There should be no time gaps after you receive your medical degree! Between the sections of education, post-

graduate training, professional appointments, and academic appointments there should be no time gaps over 3-4

months. Explain all time gaps in the section where it applies. Example; studying for USLME exam and applying

for residency would be listed under Post-Graduate Training.

~List start-end dates as mm/yyyy-mm/yyyy format.

**Education**

~List all education after high school; start with undergraduate degree, master’s, MD, etc.

~List school and city, state; only add country if outside of United States.

~If you have a unique situation regarding your college / university education, explain it briefly.

School & City, State / Country type here

Degree

Start-End Dates

School & City, State / Country

Degree

Start-End Dates

School & City, State / Country

Degree

Start-End Dates

**PhD Thesis**

~Delete PhD thesis section if it does not apply to your situation.

Title

Thesis Committee Members

**Post-Graduate Training**

~Begin with internship year and move forward chronologically, **from oldest to most recent**.

Institution & City, State / Country

Position

Start-End Dates

Institution & City, State / Country

Position

Start-End Dates

Institution & City, State / Country

Position

Start-End Dates

**PROFESSIONAL APPOINTMENTS**

🡪**List from MOST RECENT TO OLDEST in this section!!!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~This section is where you list professional positions you have been hired / paid for.

~There should be no time gaps! Between the sections of education, post-graduate training, professional

appointments, and academic appointments there should be no time gaps over 3-4 months. Explain all time gaps in

the section where it applies. Example; staying home to raise children after training would be listed under

Professional Appointments.

~If you were volunteering for a committee, it should be listed under Committee Service section instead.

~If you were a combined faculty and staff member at a university medical center and had one title, list the position in this section only.

~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

Position

Institution / Institute Cleveland Clinic,

Department

Start-End Dates

Position

Institution & Institute

Department

City, State / Country

Start-End Dates

Position

Institution & Institute

Department

City, State / Country

Start-End Dates

**ACADEMIC APPOINTMENTS**

🡪**List from MOST RECENT TO OLDEST in this section!!!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~List academic positions you have been appointed to, including past and current CCLCM faculty appointments.

~If you were a combined faculty and staff member at a university medical center and had one title, list the position in the Professional Appointments section, not here.

~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

Rank, Department

Institution & City, State / Country

Start-End Dates

Rank, Department

Institution & City, State / Country

Start-End Dates

**ADDITIONAL CAREER DEVELOPMENT**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~Include activities, courses, lectures, or training attended to enhance the candidate’s skills as an educator, leader, and staff member.

~List position / title of the course, institution / department, and date in mm/yyyy format.

~Do NOT include CME courses, BLS, ALS, PALS, and others.

~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

**Leadership Development**

~List any training that continued development of your leadership abilities in the work environment.

School / Institution

Title /Certificate

Start-End Dates

School / Institution

Title /Certificate

Start-End Dates

**Educator Development**

~List any training you attended that provided you further development as an educator.

School / Institution

Title / Certificate

Start-End Dates

School / Institution

Title / Certificate

Start-End Dates

**Clinical Development**

~List any clinical training that improved your skills in your focused discipline and or pushed the development of skills in other areas.

School / Institution

Title / Certificate

Start-End Dates

School / Institution

Title / Certificate

Start-End Dates

**CERTIFICATION & LICENSURE**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~Do not list test you passed before getting hired (USMLE or ECFMG).

~This section is where you will list all board certification and state medical licenses.

~List the date your certification or license was issued and the date it will expire in yyyy-yyyy format.

**Certification**

~Do not list ECFMG or USMLE.

Name of Board

Certificate Number (if applicable)

Date Issued & Expires

Name of Board

Certificate Number (if applicable)

Date Issued & Expires

**Licensure**

~Do not list trainee medical licenses.

Name of State Medical Board

License Number

Date Issued & Expires

Name of State Medical Board

License Number

Date Issued & Expires

**MEMBERSHIP IN PROFESSIONAL SOCIETIES**

🡪**List EVERYTHING chronologically, from oldest to most recent.**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~This section is where you will list all professional societies you belong to currently or in the past.

~List your role / title, which can be member, fellow, vice chair, president, etc.

~List the date your role began and the date it will end in yyyy-yyyy format or yyyy-present.

Name of Society

Role / Title

Start-End Dates

Name of Society

Role / Title

Start-End Dates

Name of Society

Role / Title

Start-End Dates

Name of Society

Role / Title

Start-End Dates

**PROFESSIONAL SERVICES**

🡪**List EVERYTHING chronologically, from oldest to most recent in every subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~Beware of listing Predatory Journals that do not publish; listing these can hurt your application. To check if the journal is predatory, go to this Cleveland Clinic Library site: where2pub.lerner.ccf.org/about.

~This section is where you will list all professional / administrative service you have provided to societies, journals, etc. These serve as the service activities which can distinguish you as having good “professional citizenship” and can be considered when choosing your secondary area of excellence.

~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

~Delete any section that does not pertain to you or add a new section if needed.

**Editorial Board Membership**

~Do NOT list any predatory journals that show 300+ editorial board members on their website and never publish

anything; it will NOT help your application.

~If you have a title other than Editorial Board Member, please list it (editor-in-chief, associate editor, etc.).

Journal 1

Start-End Dates

Journal 2

Start-End Dates

Journal 3

Start-End Dates

Journal 4

Start-End Dates

**Manuscript Reviewer**

~This is where you list Journals you review / serve as an Ad Hoc Reviewer.

Journal 1

Start-End Dates

Journal 2

Start-End Dates

Journal 3

Start-End Dates

Journal 3

Start-End Dates

**Study Sections/ Grant Review Committees**

Organization

Section / Committee

Start-End Dates

Organization

Section / Committee

Start-End Dates

**Advisory Groups**

~This includes foundations, organizations, industries, corporations, societies, etc.

Organization

Title

Start-End Dates

Organization

Title

Start-End Dates

**COMMITTEE SERVICE**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~This section is where you will list all the committee service you have participated in. These serve as the service

activities which can distinguish you as having good “professional citizenship” and can be considered when

choosing your secondary area of excellence.

~List your role/title which can be member, vice chair, advisor, etc.

~List the start-end dates in mm/yyyy-mm/yyyy format or mm/yyyy-present.

~Delete any section that does not pertain to you or add a new section if needed.

**International**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**National**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Regional / Midwest**

~If you worked elsewhere before coming to Cleveland Clinic, substitute your geographical area for “Midwest.”

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Hospital Affiliate**

~This would be for non-Cleveland Clinic hospitals that you worked at before you started at Cleveland Clinic.

~If you have many for a particular hospital, you can rename the sub-section to that institution, and drop “Organization” from each individual entry.

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**Cleveland Clinic**

Committee Name / Role

Start-End Dates

Committee Name / Role

Start-End Dates

Committee Name / Role

Start-End Dates

**Educational Committees**

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

Organization

Committee Name / Role

Start-End Dates

**HONORS & AWARDS**

🡪**List EVERYTHING chronologically, from oldest to most recent.**

~Start with medical school and do not list test you passed (USMLE or ECFMG).

~Do NOT abbreviate or use acronyms; spell everything out so the reviewers understand it easily.

~From this section down is where you can type or copy/paste your information from your current CV.

~List the tile of the honor/award, institution received from, and when you received it; in mm/yyyy format.

**TEACHING ACTIVITIES**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~From this section down is where you can type or copy/paste your information from your current CV.

~Delete any section that does not apply in your situation.

**Curriculum/ Course Development**

~If you designed the entire curriculum / course, it should be listed here and a course description should be

provided in your personal statement or your teaching portfolio (even if teaching is only your secondary area of

excellence, you can still create a short teaching portfolio to highlight your contributions and dedication).

~Anything less than creating an **entire course** should be listed under Teaching Material Produced section instead.

~List title, institution, date in mm/yyyy or yyyy format, hours it took to create, and audience (trainees, staff, etc.).

**Invited Lectures**

~Title, institution, group, date in mm/yyyy format.

**International**

**National**

**Regional / Midwest**

**Local**

**Grand Rounds**

~Title, institution, group, date in mm/yyyy format.

**International**

**National**

**Regional / Midwest**

**Local**

**Visiting Professorships**

~Title, institution, group, location, date in mm/yyyy format.

**International**

**National**

**Regional / Midwest**

**Local**

**Other Presentations**

~List all types, including post-graduate and continuing medical education.

~A National meeting held in Cleveland should be placed under National presentations, not Local.

~Regional for you may be different if you just came to Cleveland Clinic from another area of the country.

~If an abstract is not published, it should be listed here and if it was a poster presentation or platform presentation;

the exact type should be noted.

~List title, group, **audience (trainees, staff, etc.)**, date in mm/yyyy format.

**International**

**National**

**Regional / Midwest**

**Local**

**Trainees / Mentees**

~Current and former trainees; under-graduate, master’s level trainees, PhD candidates, medical students, residents,

and fellows who you supervised, trained, or were their mentor. You can break into trainee subsections.

~List name, years of training in mm/yyyy-mm/yyyy format, and their current status (if you don’t know say that).

**Teaching Material Produced**

~This is where any creation of teaching documents can be listed (not the development of an entire course, see Curriculum / Course Development section to list that).

~List title, **audience (trainees, staff, etc.),** and date developed in mm/yyyy format.

**Teaching Administration**

~List teaching positions (educational liaison, residency / fellowship director, associate program director, etc.).

~List title, institution, and start-end dates in yyyy-yyyy format.

1.

**Teaching Activities**

~This includes lectures to trainees, teaching rotations, M&M conferences, etc.

~Your audience can include teaching of medical, graduate, post-graduate and under-graduate students and house officers, as well as teaching in undergraduate and other professional schools of the university.

~Note the frequency of the contributions, the number of actual contact hours, and additional input such as planning, evaluation, and coordination.

~If an activity is done multiple times a year or on a regular basis, list the number of times per year and list the dates in yyyy-yyyy format; do NOT list each one separately. For a one-time event, list date in mm/yyyy format.

~List activity, time spent, **audience (type of trainees)**, and start-end dates in yyyy-yyyy format.

**RESEARCH / GRANT SUPPORT**

🡪**List from MOST RECENT TO OLDEST in this section!!!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~List all present and pending grants first, then list your past grants.

~If you want to list Research that is NOT Grant Supported, put in a new section below this one and label it “RESEARCH”

~FILL IN ALL details shown below, AND *if you are site PI for seminal trials, list if the site met enrollment targets*.

~Percent Effort is the percentage of effort your grant pays or covers.

~Percent Salary Support is the percentage the grant specifically pays to cover part of your salary. Example: 0%.

~Delete this section if it does not apply in your situation.

**Grant Supported**

Sponsor Agency and ID #

Title

Description / Information

Your Role (PI, Co-PI, Co-Investigator, etc.)

Percent Effort

Percent Salary Support

Total Direct Costs Awarded

Start-End Dates

Sponsor Agency and ID #

Title

Description / Information

Your Role (PI, Co-PI, Co-Investigator, etc.)

Percent Effort

Percent Salary Support

Total Direct Costs Awarded

Start-End Dates

Sponsor Agency and ID #

Title

Description / Information

Your Role (PI, Co-PI, Co-Investigator, etc.)

Percent Effort

Percent Salary Support

Total Direct Costs Awarded

Start-End Dates

**Independent Research Efforts**

Title of Research Project

Description / Information

Your Role if not PI

Start-End Dates

**BIBLIOGRAPHY**

🡪**List EVERYTHING chronologically, from oldest to most recent in each subsection!**

~Do NOT abbreviate or use acronyms; spell it out so the reviewers understand everything easily.

~Each section should be numbered separately!

~**Bold your name** instead of underlining it and list ALL authors (YOU CANNOT LIST et al.).

~Each paper should only be listed once; do not list the same work in multiple sections.

~To avoid listing Predatory Journals, many can use Cleveland Clinic’s Floyd D. Loop Alumni Library site:

[where2pub.lerner.ccf.org/about](file:///\\CC.AD.CCHS.NET\WORLD\SHARED\EDU\CCLCM\FacultyAffairs\Projects\%5e%5e%5eMAGGIE%20info\Maggie;%201%20CV%20Template\FINAL%20DRAFT%20VERSIONS\where2pub.lerner.ccf.org\about) to search for high impact journals (only available at Cleveland Clinic facilities that

are covered by the Alumni Library's agreement with the company).

~If you were a co-author with your trainee, note in the beginning of each section **(Served as mentor for those**

**denoted with \* or those underlined)**.

~For Team Science, indicate your role/contribution on the paper and no need to list PUB Med / PMID numbers.

~If you were part of a large study and your name is not listed, then note your role **(Experts in the field were invited to contribute to this benchmark review – or – Team Contributor, etc.)**

~If you choose, you can also list those that have been submitted or are in preparation as long as you note “in

preparation” or “submitted” with a year. *Remember to remove the note once it has been accepted, when you submit an updated CV version.*

~Delete any section that does not apply to you.

**Peer Reviewed Articles**

**~List ALL author/s [no et al.],** title of article, journal, year, volume, pages.

**Edited Books, Monographs or Journal Volumes**

~List editor/s, **ALL author/s [no et al.],** title, year, volume if applicable, publisher, city.

**Invited, Non-Peer Reviewed**

~ **List ALL author/s [no et al.],** title of article, journal, year, volume, pages.

**Book & Book Chapters**

~List published or in press ONLY.

~ **List ALL author/s [no et al.],**, title of chapter and book it is in: author/s, title of book, edition, city, state: publisher, year, pages.

**Patents**

~List U.S. or Foreign Patent #, title, author/s, date received or date filed in dd/mm/yyyy format, and whether

or not it is pending or approved.

**Media Appearances & Coverage / Podcasts**

~TV or radio interviews, print, and social media involvement.

~List author/s, title of work, date, type of medium.

**Software / Application Development**

~ **List ALL author/s [no et al.],** title of work, date, type created.

**Editorials**

~ **List ALL author/s [no et al.],** title of editorial, journal, year, volume, pages.

**Letters**

~ **List ALL author/s [no et al.],** title of letter, journal, year, volume, pages.

**Abstracts**

~Published in medical journals, list: **ALL author/s [no et al.],** title of abstract, journal, year, volume, pages.

~List unpublished abstracts in section Teaching Activities, subsection Other Presentations.

**Abstract Presentations**

~Presented published abstracts, list: **ALL author/s [no et al.],** title of abstract, journal, year, volume, pages, meeting, location, and meeting date in mm/yyyy format.

**CLINICAL ACCOMPLISHMENTS & OBLIGATIONS**

🡪**List EVERYTHING chronologically, from oldest to most recent! With start-end dates.**

**~List how much time you spend with patients and if you have any covered research or administrative time. This can help show if much of your research and professional service is done during off hours.**

~New clinical test or procedures you created, best practices you perfected, type of patient referrals you receive, etc. Anything that highlights your Clinical Service and was NOT listed in any other section (no duplicates).

~Delete any section that does not apply to you.

**COMMUNITY SERVICE / VOLUNTEER CONTRIBUTIONS**

🡪**List EVERYTHING chronologically, from oldest to most recent! With start-end dates.**

~Volunteer work you do for the community or organizations.

~Delete any section that does not apply to you.

~DONE! Now go back to page 14 and delete everything in blue (instructions and example) and **delete red instruction tips** before you upload a copy into your application.

~~REMEMBER! **Search your CV for each external referee's name** to ensure you have never collaborated with them on any paper, project, or presentation within the past 7 years! See page six of the CWRU Appointment and Promotion Standards for official details. You can NEVER use a current or former mentor as an external referee. Do NOT pick external referees from an institution you used to learn, trainee, or work at. Thank you!