

CV CREATION INSTRUCTIONS

- *DO NOT include any personal information in your CV (e.g. home address, DOB, SSN, etc.)*
- *DO NOT modify CV first page heading or any subheadings*
- *The SECTIONS of your CV should follow this specific order*
- *Add lines within sections as necessary, but keep the formatting*
- *If sections are not applicable, they should be omitted*
- *List all information in chronological order within each section*
- *Use subheadings wherever necessary to make key information easier to identify*
- *DO NOT change the margins, typeface, style, or font size*
- *Update and keep page header with Full Name on every page*
- *Keep page footer with Page # of # on every page*
- *Keep all dates aligned on the left margin and all text aligned – no gaps of space*

Common CV Mistakes

- *Omitting information (dates, teaching details, grant details, pending grants, service details)*
- *Not putting items in chronological order*
- *Not separating information into subheadings*
- *Including license numbers (these are confidential and should NOT be included)*
- *Not indicating ‘active’ or ‘inactive’ for licenses*
- *Pagination errors*
- *Not underlining or putting name in bold in publications*
- *Including ‘submitted’ or ‘in preparation’ publications (‘In Press’ can be included)*
- *Not proof-reading to catch these and other mistakes*

Curriculum Vitae

Full Name, Credentials (RN, CRNP, etc.)
 <Enter Title>, <Enter Dept>
 St. Luke's University Health Network

DATE: <enter Month Day, Year>

CONTACT INFORMATION

Business Address
 Business Phone Number
 Business Fax Number
 Business Email
 Foreign Languages (native, fluent, proficient, or working knowledge)

EDUCATION

Year – Year	XXXXX College A.A./A.S., Major (any honors, cum laude, etc)	City, State
Year – Year	XXXXX College/University B.A., Major (any honors, cum laude, etc)	City, State
Year – Year	XXXXX Graduate School Graduate Degree	City, State

CERTIFICATION

Year	SOCRA, Certified Clinical Research Professional
Year	See above example

MILITARY SERVICE

Year – Present or Year	Rank, Location of Service
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EMPLOYMENT HISTORY

Year – Present	Title St. Luke's University Health Network, Bethlehem, PA
Year – Year	Title Hospital Center Network, City, State, Country

PROFESSIONAL MEMBERSHIPS

Year – Present	Type of membership
Year – Year	Past membership(s) – add more lines as necessary

HONORS & AWARDS

Year	Name of award, awarding institution
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ADMINISTRATIVE SERVICEInstitutional Service

Year	List all committees serviced or chaired
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Year	Include other special assignments, etc... Include outcome of your efforts.
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Year	List significant administrative roles. Include outcome of your efforts.
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Local Service

Year – Present	Name of organization Clearly identify your role
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Year – Year manuscript	Examples: member, editor, examiner, grant reviewer, journal, reviewer, convener, <i>italicize journal names</i>
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National Service

Year – Present	Name of organization Clearly identify your role
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Year – Year manuscript	Examples: member, editor, examiner, grant reviewer, journal, reviewer, convener, <i>italicize journal names</i>
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PUBLICATIONSPeer-reviewed original publicationsOther peer-reviewed publicationsInvited publicationsBooks or Book Chapters**INVITED LECTURES/PRESENTATIONS**National PresentationsRegional PresentationsLocal Presentations

VOLUNTARY PRESENTATIONS

Poster Presentations