

Creating Effective CVs: Using Pitt's format to tell your story

Erika Friehling, MD

University of Pittsburgh School of Medicine
Department of Pediatrics
February 1, 2017

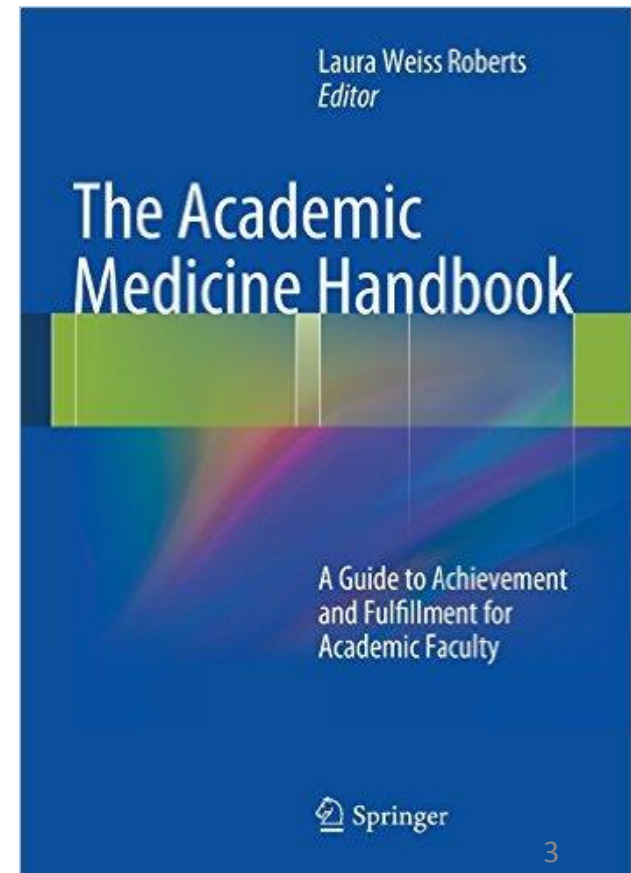


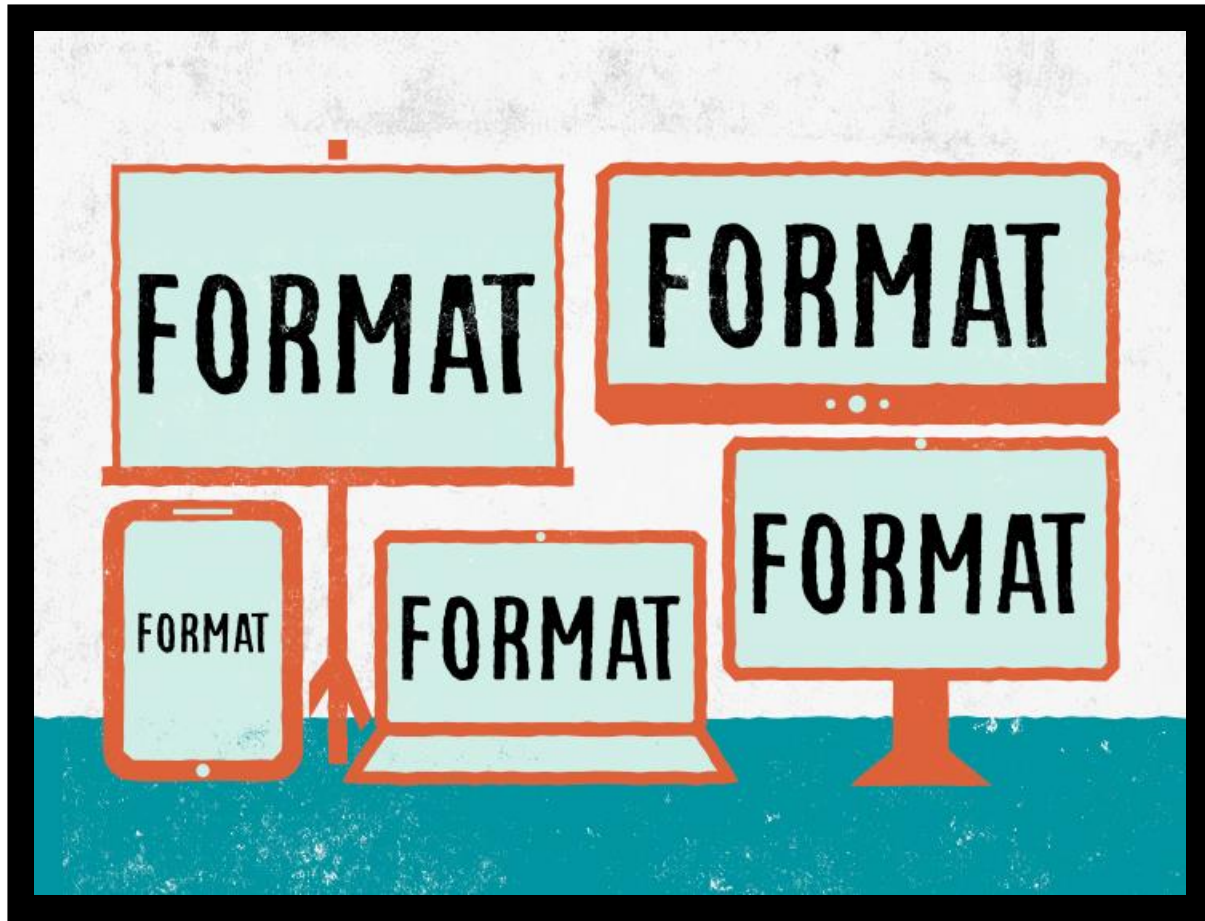


DISCLAIMER

The Curriculum Vitae

- Chronicles your academic life
 - Areas of expertise
 - Accomplishments
 - Skillset
- Critical for academic advancement





CREATING AN EFFECTIVE CV

Create Your CV

- **University of Pittsburgh CV format**
- Use Microsoft Word
- Set margins: at least 1.0 inch
- Use one font style and size
- Font: Times New Roman or Arial
- Font size: at least 11
- Include “Name, Page #”
- Avoid stragglers on all subsequent pages

Basic Formatting Tips

- Content *and* format are both important
- Keep it simple, readable, succinct
 - Avoid long descriptive text
- Make (and keep) it error-proof
- Information should be easy to find
- Don't **embellish!** Don't **pad!** Don't **repeat!**

Basic Formatting Tips

- Don't list dates on the left side
- Use formatting techniques such as indenting, uppercase, bold and italics, consistently

CV Common Mistakes

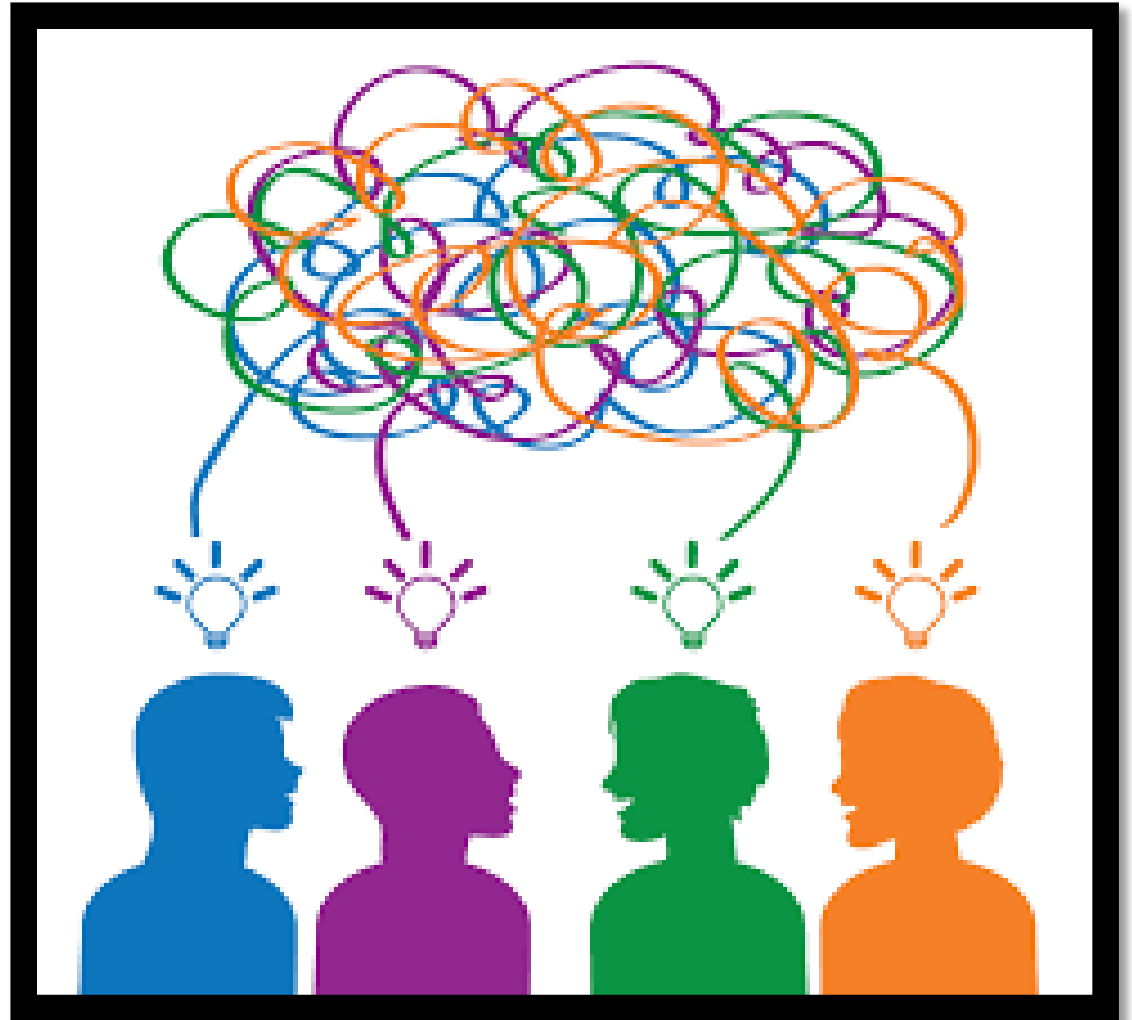
- Hard to read, hard to follow
- Misleading statements
- Not matched to the job
- Sloppy

General Tips

- **Look at other CVs or resumes to get ideas for yours**
 - Use someone else's formatting
- Proof read
 - PRINT IT OUT
 - HAVE SOMEONE ELSE READ IT
- When emailing it, send it as a pdf file

Update it frequently

Let's brainstorm effective ways to make this happen!!!!



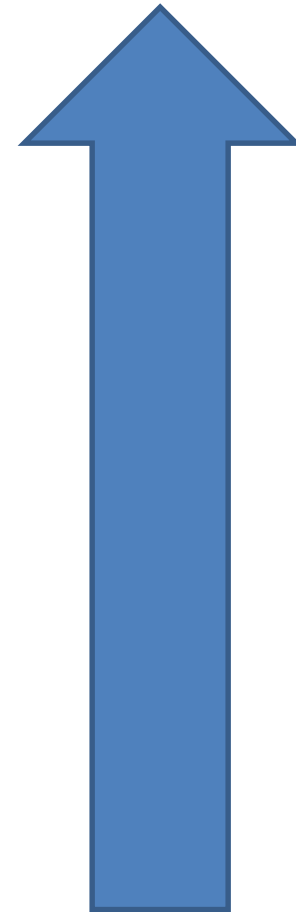
CREATING AN EFFECTIVE CV

Add your Content

- Be consistent with heading style
- Include a blank line in between sections, and in between entries within sections
- Avoid numbering sections
- Use bullets (not dashes or paragraphs) to describe your experience
- Use tabs, not the space-bar to indent

Sections of the CV

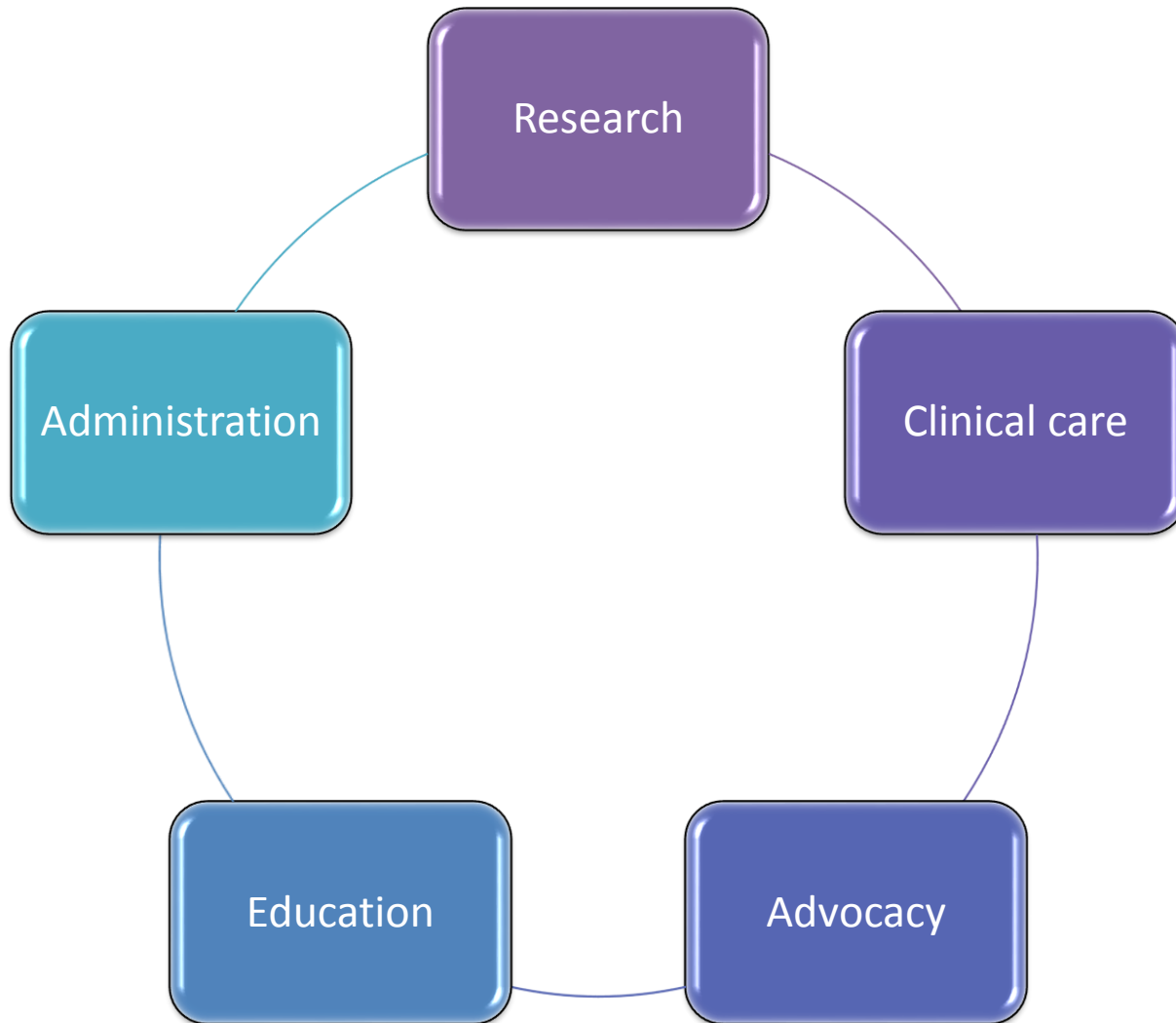
- Biographical Information
- Education and Training
- Appointments and Positions
- Certification and Licensure
- **Memberships**
- **Honors**
- Publications
- **Professional Activities**
 - Teaching
 - Research
 - Service



Sections of the CV

- First, let's do some homework ...

Specific Area of Interest



Specific Area of Interest

- List 2 examples that represent “building a story” for a specific area of interest
- List 2 examples of increasing *sphere of influence* over time

- Consider items on your own CV
- Can you identify 2 examples of increasing *sphere of influence* in a particular area?

Professional Activities

- **Teaching Activities**
- Research Activities
- Service Activities

Professional Activities: Teaching Activities

Division of Pediatric Hematology/Oncology Educational Conference

"Ph-like ALL"	6/2015
"EBM Topic: Non-Inferiority Trials"	1/2015
"EBM Topic: Cost Analysis"	11/2014
"Improving Handoffs"	9/2012
"ALDH, DNA Damage, and DNA Repair"	9/2012
"Bone Marrow Failure Syndromes"	11/2011
"Giving Effective Feedback"	8/2011
"Disorders of Hemostasis"	9/2010

Pediatric Residency Educational Noon Conference

"Wellness and Resilience"	6/2015
"Making the Most of Mentoring"	11/2014
"CV Workshop"	9/2014
"Hematologic Emergencies"	8/2014
Panel on fellowship application advice	Spring 2014
Panel on fellowship research opportunities	Fall 2013
"Jeopardy for Pediatric Residents"	Fall 2010

Professional Activities: Teaching Activities

PROFESSIONAL ACTIVITIES

Teaching & Curriculum Design:

Fellows

- Fellow didactic lectures: (Multiple 1-2 hour sessions, 8 Fellows)
 - Gave talks on core MFM topics during dedicated fellow education sessions. (2012-present)
- Fellow curriculum design: (9 fellows)
 - Re-designed and coordinated the MFM fellow curriculum, incorporating a systems-based didactic approach for maternal and fetal issues of pregnancy, evening journal club and a multidisciplinary monthly patient outcomes conference. Mentors: Steve Caritis, MD and Kristiina Parviainen, MD. (2012-2014)
- Fellow orientation: (10 hours, 3 Fellows)
 - Created the MFM fellow rotation schedule and lead the clinical orientation for the incoming fellows. (2012-2014)

Residents

- Resident Research Mentor: (Multiple sessions, 8 residents)
 - Created an experiential observational research curriculum to mentor Ob/Gyn residents interested in outcomes-based and quality improvement topics related to cesarean section. Interests included factors affecting operative time, uterine extension, anemia, obesity, and effective cord gas collection. (2012 – present)

Professional Activities: Teaching Activities

PROFESSIONAL ACTIVITIES: TEACHING

Teaching of Medical Students at the University of Pittsburgh and Affiliated Hospitals

2003–2004	Small-group facilitator, “Physical Diagnosis,” VA Pittsburgh Healthcare System, 5 first-year medical students in 4 sessions per year.
2004–2006	Preceptor, “Women’s Health,” Primary Care Clinic, VA Pittsburgh Healthcare System, 5 fourth-year medical students per year.
2005–2006	Student teaching attending physician, Adult Inpatient Medicine Clerkship, VA Pittsburgh Healthcare System, 12 third-year medical students in 16 sessions per year.
2005–2006	Ward attending physician, Adult Inpatient Medicine Clerkship, VA Pittsburgh Healthcare System, 2 third-year medical students per year.
2005–2006	Ward attending physician, Acting Internship in Internal Medicine, VA Pittsburgh Healthcare System, 2 fourth-year medical students per year.
2006–2010	Small-group facilitator, “Introduction to Medical Interviewing,” School of Medicine, 9 first-year medical students in 7 sessions per year.

Professional Activities: Teaching Activities

Teaching Products

- 2005–2006 Obstetrical Medicine Curriculum for the Pre-clinic Ambulatory Web Module Program—Developed peer-reviewed Web-based modules on the topics of cardiovascular disease in pregnant women, endocrine disease in pregnant women, and preconception care and infertility. The modules are used to teach internal medicine residents about the care of reproductive-age and pregnant women.
- 2005–2007 Basic Communication Skills Curriculum for Internal Medicine Interns—Developed a curriculum for interns that consisted of reviewing taped patient encounters during small-group sessions that took place over 4 to 5 half-days. The curriculum focused on open-ended interviewing skills, rapport building, and agenda setting, and it incorporated didactics, a checklist, and reflective exercises.
- 2006–2008 E-portfolio—Helped develop and launch E-portfolio, a tool used for self-assessment and faculty-assessment of residents. The tool is used to document and evaluate learning experiences, and it has been adopted and adapted by other residency and fellowship programs across the UPMC system.
- 2006–2010 Education Innovation Project for the Internal Medicine Residency—As a member of the Leadership Committee and co-chair of the Communication Subcommittee, helped develop a plan for and oversaw the development of innovative curricula to improve or enhance internal medicine residency education.
- 2007–2009 Advanced Communication Skills Curriculum for Second-Year Residents in Internal Medicine—Developed a curriculum for second-year residents that consisted of reviewing taped patient encounters during small-group sessions that took place over 4 or 5 half-days. The curriculum focused on informed decision making and medical error disclosure, and it incorporated didactics, a checklist, and experiential practice (role-playing).

Professional Activities: Teaching Activities

Mentoring

Dates	Mentee	Type	Institution	Outcome
2007-2009	Peter Shaw, MD	Faculty Mentor Committee	Department of Pediatrics, University of Pittsburgh	Promotion to Associate Professor
2008-Present	Kishore Vellody, MD	Faculty Mentor Committee	Department of Pediatrics, University of Pittsburgh	Promotion to Associate Professor; Promotion to Professor, in progress
2002-2007	Diego-Chaves-Gnecco, MD, MPH	Resident Scholarly Project: Salud para Ninos		
2009-Present	Diego Chaves-Gnecco, MD, MPH	Faculty Mentor Committee	Department of Pediatrics	Promotion to Associate Professor, in progress
2001-Present	Andrew Nowalk, MD, PhD	Professional Development	Department of Pediatrics	Chief Resident; Residency Program Director

Professional Activities

- Teaching Activities
- **Research Activities**
- Service Activities

Research Activities

- Institution and department
- Principal investigator, supervisor or advisor
- Research topic or title
- Short description of project and your role
 - Team science

Professional Activities

- Teaching Activities
- Research Activities
- **Service Activities**

Service Activities

- Emphasize relevant experiences
- Consider separating this section
 - University and Medical School
 - Community Activities

Service Activities: Advocacy

EXAMPLE 2 - ADVOCACY

COMMUNITY SERVICE

- | | |
|-----------------|--|
| 2007 to 2010 | “Child Protectors” Mentor, Wilson Middle School, Philadelphia, PA
Mentor to volunteer middle school group who vow to prevent child abuse and neglect. |
| 2006 to present | Philadelphia District Attorney’s Office, Family Violence / Sexual Assault Unit
Volunteer to present educational sessions four times per year to assistant district attorneys on the medical evaluation of child physical and sexual abuse. |
| 2005 to present | Philadelphia District Attorney’s Office, Juvenile Unit
Volunteer to present educational sessions two to four times per year to assistant district attorneys on the medical evaluation of child physical and sexual abuse. |
| 2005 to present | Philadelphia Special Victims Unit and Department of Human Services
Volunteer to present educational sessions intermittently to SVU detectives and DHS case workers on the medical evaluation of child physical and sexual abuse and neglect |
| 2004 to present | Expert Testimony, Philadelphia Family Court and Criminal Court, Philadelphia, PA
Provide expert testimony in cases of child abuse and neglect |
| 2004 to 2009 | East Torresdale Civic Association Member, Philadelphia, PA |
| 2004 to present | Expert Testimony
Provide expert testimony in cases of child abuse and neglect and sexual assault, including sexual assault on College campuses. Philadelphia, Bucks and Montgomery Counties Family and Criminal Courts as well as for other states. |

Service Activities: Administrative

EXAMPLE 1 – ADMINISTRATIVE ROLES

Director of Hepatology, Floating Hospital for Children <i>Directed management and developed protocols for patients with acute and chronic liver disease, coordinated care with transplant program</i>	2005-2006
Director of GI Satellite Endoscopy, Boston Children's Hospital <i>Directed and coordinated all aspects of gastrointestinal procedures at satellite locations</i>	2006-2011
Division Educator and Subject Matter Expert for CHAMPS (electronic medical records system), Boston Children's Hospital <i>Designed and implemented EMR protocols and templates for Gastroenterology Division</i>	2009-2011
Section Chief, Gastroenterology, Hepatology, and Nutrition St. Christopher's Hospital for Children <i>Directed all clinical, education, research, and administrative functions of Section</i>	2011-present
Director, Gastrointestinal Endoscopy Program St. Christopher's Hospital for Children <i>Directed and coordinated all aspects of endoscopy suite operations</i>	2011-2013
Associate Chair for Clinical Affairs, Department of Pediatrics St. Christopher's Hospital for Children <i>Assist in development, implementation, and quality improvement of clinical programs within Department of Pediatrics. Optimize clinical operations and serve as liaison to other hospital departments. Develop and maintain relationships with partnering institutions as related to clinical services in Pediatrics.</i>	2013-present

Honors/Awards

- Include ***brief*** explanation of the award
 - Selection criteria
 - Merit based
 - Monetary amount
- Examples
 - Honor Societies
 - Scholarships awarded
 - Clinical awards

Honors/Awards

HONORS AND AWARDS

American Society of Pediatric Hematology/Oncology Clinician Educator Award <i>Financial support of \$10,000 awarded to a promising clinical educator in pediatric hematology/oncology which may be used for educational research, advanced training, or educational innovation.</i>	2015
Department of Pediatrics Junior Faculty Clinician Award <i>This honor is awarded to a new faculty member based on potential for clinical excellence. The award includes \$60,000 of salary support as well as \$20,000 for continuing medical education.</i>	2013
Rossin Foundation Pediatric Resident Award	2008
Jeffrey S. Farkas, MD Memorial Pediatric Intern Teaching Award	2007
Robert M. Blizzard Pediatric Scholar Award	2006
Alpha Omega Alpha	2005
Gold Humanism Honor Society	2005
Association of Pathology Chairs Honor Society	2004
American Cancer Society Fellowship	2003

Memberships

- Note if membership is ***elected***
 - Member (elected) Society of Great Doctors
- Include **offices** held
 - Member, American Medical Association
(President, 1999-2000)
- Include **years** of membership
- Can include non-academic organizations here, if relevant/appropriate
 - Member, Board of Directors, Gates Foundation

Memberships

PROFESSIONAL SOCIETIES

National

American Academy of Pediatrics (AAP) 2005 - Present
Member, Section on Medical Students, Residents, and
Fellowship Trainees (SOMSRFT) 2005-2010

- 2005-2006: SOMSRFT Assistant District Coordinator
- 2006-2007: SOMSRFT District Coordinator
- 2006-2007: SOMSRFT Subcommittee Chair, Education and Quality
- 2007-2008: SOMSRFT Section Vice Chair
- 2008-2009: SOMSRFT Section Chair
- 2009-2010: SOMSRFT Immediate Past Chair

The Section on Medical Students, Residents, and Fellowship Trainees is by far the largest section of the AAP with over 10,000 members. Additional responsibilities of above listed positions include annual participation at and planning for meetings such as the AAP National Conference and Exhibition, the AAP Annual Leadership Forum, AAP District Meetings, and SOMSRFT Executive Committee Meetings.

Academic Pediatrics Association (APA) 2005 - present
Member, Continuity Special Interest Group 2011 - present
Member, Education Committee 2011 - present
Member, Research Abstract Selection Committee
Member, Workshop Selection Committee 2012 - present
Regional Research Chair, APA Continuity Research Network (CORNET) 2012-2014
Section Contributor, APA Educational Guidelines Working Group 2012-2013

Summary

- Effective CVs are critical for academic advancement
- Pay attention to formatting details
- Develop a system to update it regularly
- Build a story and highlight your sphere of influence

Questions?