**Tip Sheet for Preparing your CV and Personal Statement for Clinical Promotion**

* Create your CV manually, using the attached [Feinberg CV template](dossier-cv-template.docx) as a guide; or
* Create your CV using the Feinberg Faculty Portal. See the attached “[Generate your CV, via the Feinberg Faculty Portal](generate-cv.pdf)”. At point #7, export your CV as a **Word Document** and edit as needed.

**CV**

1. Please group “Invited talks” by national/international, regional, and local. Note that teaching activities for students, residents and fellows are not considered invited talks.
2. Group “Honors and Awards” by a. Elected Society Memberships; b. international/national/regional; c. University
3. Include the location, purpose of the talk (e.g., visiting professor, grand rounds speaker, invited presenter at a symposium, etc.) and the date for each invited presentation.
4. Publications, original research, and abstracts should be numbered and placed in chronological order in separate sections. Begin numbering at “1” for each section.
5. Do not use “et al.” in the author lists – all authors should be listed.
6. It helps if you use a **bold font** for your name, to help it stand out in the reference list. This is especially important if your name was changed at some point.

**Personal Statement**

1. Should be 1 - 3 single-spaced pages that explains how your clinical and career accomplishments to date qualify you for promotion.
2. Concentrate on your accomplishments since your last promotion. When the statement summarizes your entire career, it is often difficult for the reader to learn what has been accomplished to justify your promotion.
3. Personal statement should include:
* Committee Service of note (include description of your role)
* Hospital
* Local
* National or Other
* Honors and Awards
* Short and long-term career goals
* Successful applicants will demonstrate substantial achievements in the following areas: Clinical Impact, Teaching/Education, Leadership/Administration, Community/Advocacy, or Quality/Research/Dissemination. Provide a listing or a brief paragraph at the end of the personal statement to highlight your most significant contributions in at least one or two of these areas. If you wish you may include the teaching report from the Feinberg Faculty Portal in this section.
1. Any information related to health issues, family circumstances or leave of absence that may have delayed or diminished productivity during the time at your current rank should be included in your personal statement, as this can factor into the promotion decision.