



New Practitioners Forum

CV Transformation Through Career Transitions

- If you are going through a career transition, your CV style and content may change.
- It is recommended to keep a “master” CV with details of your entire professional history.
 - Use your “master” CV to create tailored CVs.
 - The “master” CV will make it easier to create a template to build on throughout your professional career.
- When deciding what to retain in your CV, focus on the relative importance.
 - Make sure to gain a wide array of feedback in order to appropriately weigh the pros and cons of each suggestion.
- Consider the suggestions below to update your CV during your career transition.

Adapted from NPF Article: [Flannery AH, Winstead PS, Smith KM. Transforming the curriculum vitae as a new practitioner. Am J Health-Syst Pharm. Dec 2014; 71. 2115-2117](#)

CV Section	Student to Resident	Resident to New Practitioner	New Practitioner to Seasoned Practitioner
Education and Training	Remove high school training.		Consider removing GPA.
Professional Experience	Remove shadowing experiences.	Assess quality of documented experiences. Create separate section for "Academic Appointments" if taking a position within Academia.	
Rotations	PGY1 residents applying for a PGY2 residency may wish to retain student rotations on their CV. Consider removing/reducing student rotation descriptions.	Remove student rotations, or at minimum descriptions of student rotations, and solely list residency rotations. For student rotation descriptions leave: <ul style="list-style-type: none"> - Rotation name - Preceptor - Rotation site 	Residency rotations may remain listed for a short time after the attainment of a full-time position, although often removed within a year to make way for more recent and significant accomplishments.
Research	May highlight research experience that did not result in a presentation or publication.	Document grant or other funding of scholarly activities in addition to research. Consider an additional "Special Projects" section for medication-use evaluations or other quality-improvement initiatives.	Consider subdividing into sub-sections, such as primary investigator versus secondary investigator.
Teaching Experience		Common features for teaching entries include: <ul style="list-style-type: none"> - Institution - Course title - Title or topic presented - Contact hours - Audience size Once significant involvement with a college develops, some individuals may opt to distinguish teaching activity based on didactic learning, laboratory exercises, facilitation, or innovative teaching techniques.	

CV Section	Student to Resident	Resident to New Practitioner	New Practitioner to Seasoned Practitioner
Presentations	<p>Remove:</p> <ul style="list-style-type: none"> – Student journal clubs – Patient cases – Disease state presentations <p>Include more impressive accomplishments presented through rotations or at professional meetings, examples:</p> <ul style="list-style-type: none"> – Poster presentations – Grand rounds presentations – Presentations made to medical or nursing staff 	<p>Use a rule with a defined level of significance to help to weigh the merit of each item, e.g., at least 45 minutes, at least 15 audience members.</p>	<p>As this section continues to grow, it may be beneficial to have subsections of national, regional, and local presentations.</p>
Publications	<p>Remove manuscripts that have not yet been selected for publication, only include manuscripts published or selected for publication.</p>		<p>It is appropriate to include manuscripts that are submitted for publication or in progress.</p> <p>It is appropriate to include subheadings such as “peer reviewed” and “non-peer reviewed”.</p>
Professional Memberships and Activities	<p>Consider consolidating leadership and memberships in one section.</p> <p>Remove attended meetings.</p> <p>Consider removing majority of student activities leaving only those corresponding to significant leadership roles.</p>		<p>Evaluate relative merit of previous roles and memberships.</p> <p>Consider omitting activities if it has been more than 5 years.</p>
Licensure and Certifications	<p>List all current licensures.</p>	<p>Consider removing less significant student entries:</p> <ul style="list-style-type: none"> – e.g., HIPAA, intern or technician license <p>Replace with more significant entries:</p> <ul style="list-style-type: none"> – e.g., ACLS, BCPS, teaching certificate <p>Include licensure and certifications.</p>	
Honors and Awards	<p>Assess quality of entries.</p>	<p>Consider changing placement of this section based on the nature of your practice or pertinence to your career position.</p>	<p>Remove dean’s list and honor student and replace with residency awards or research grants attained.</p>