



## **SAMPLE CURRICULUM VITAE**

All candidates for Fellowship must submit detailed, updated curriculum vitae.

If your curriculum vitae is in a different format but still provides all of the information shown on the model curriculum vitae below, you may submit it with your application. If it does not, please add the necessary information.

This sample was developed to incorporate a full range of professional activities. You can modify it to reflect your individual circumstances, eliminating sections that do not pertain to your activities. Your curriculum vitae should be comprehensive and chronologically complete. **There should be no gaps since medical school graduation, domestic or international, as this may cause a delay in processing your application.**

Please contact us at 800-523-1546 or 215-351-2400, ext. 2709, or via e-mail at [FACP@acponline.org](mailto:FACP@acponline.org) if you have any questions.

### **CURRICULUM VITAE**

Name and medical degree

#### **\*I. PERSONAL INFORMATION**

Date of Birth:

Place of Birth:

Citizenship (Do not include if you are a naturalized U.S. citizen):

Home address and telephone:

Professional address and telephone:

E-mail address:

#### **II. EDUCATION/POST GRADUATE TRAINING (Degrees, dates, and locations must be included)**

College/University:

Medical School:

Residency:

Fellowship:

Other:

#### **III. MEDICAL LICENSURE (Indicate state and license number only; date is not necessary)**

#### **IV. BOARD CERTIFICATION (List month, year, and board certificate number, if known)**

#### **V. PRESENT POSITION OR ACADEMIC RANK**

Examples:

Professor of Medicine

Anytown Medical School

Consultant, Department of Internal Medicine

Division of Gastroenterology

Anytown Medical School

#### **VI. PREVIOUS PROFESSIONAL POSITIONS AND APPOINTMENTS**

(Academic research, clinical: list chronologically, beginning with earliest appointment)

\*Numbered for this outline only; do not use numbers in CV

DATE OF CV (this corner, e.g., 01/10; use only on first page)

NAME, Medical Degree (include name on all pages)  
PAGE TWO (number all pages)

- VII. MILITARY SERVICES** (Complete if applicable; include branch of service, rank, place, and dates)
- VIII. TEACHING ACTIVITIES—HOSPITAL OR OFFICE-BASED** (In your role as teacher, list dates and names of courses taught, chairships held, time spent as leader of rounds, seminars presented, student advisor roles filled, etc.)
- Medical School:  
Graduate School:  
Continuing Education:  
Other Institutions (prior to current position):  
Office-based:
- IX. HOSPITAL/UNIVERSITY COMMITTEE APPOINTMENTS** (List institutions and locations, name of committees and inclusive dates.)
- X. HONORS AND AWARDS** (Include Teacher of the Year, honors from undergraduate school, Phi Beta Kappa membership,  $\Lambda\wedge\Lambda$ , etc.)
- XI. PROFESSIONAL AND SOCIETY MEMBERSHIPS** (List dates, offices held, and committee responsibilities)
- XII. EDITORIAL ACTIVITIES** (Complete if applicable. List membership on editorial boards, position as scientific reviewer for medical journal, etc.)
- XIII. LECTURES/PRESENTATIONS GIVEN AT LOCAL, CHAPTER, NATIONAL, INTERNATIONAL MEETINGS**  
(List dates, meeting names, places, and topics.)
- XIV. COMMUNITY ACTIVITIES** (Include both medically and non-medically related activities. Please list all activities chronologically for the past three years. These activities relate to service in other medical societies or volunteering in free clinics for the indigent, as well as to service in the lay community, such as coaching little league teams or participating on local school boards, etc.)
- XV. ACP ACTIVITIES** (List all ACP activities. Indicate national and local meetings attended, Medical Knowledge Self-Assessment Programs [MKSAP] taken for score, chapter or component society committee assignments, and ACP review courses or postgraduate courses attended.)
- XVI. BIBLIOGRAPHY** (Complete if applicable.)

Publications-Journals (List in order shown below)

Published articles—List in chronological order with oldest first  
“In Press” for those articles accepted but not printed  
“Submitted” for those submitted but not yet accepted or rejected  
“In Preparation” for those written but not submitted

Abstracts, Editorials, Book Chapters (Following the title, identify in parentheses what each one is: abstract, editorial, or book chapter. Put all abstracts in a separate grouping)

**Note:** A section may be added detailing continuing medical education (CME) taken/given over past three years if desired.