



Mini But Mighty Skills for Well-Being

The Story of You: Crafting an
Effective CV



Learning Objectives

- Describe key components of a CV tailored to the intended use
- Review best practices for CV design and formatting
- Compose a CV that highlights your experience, skills and accomplishments



Meet Our Lead Faculty



Kelly Kieffer, MD, MS, FACP

Associate Professor of Medicine, Geisel School of Medicine

Vice Chair for Education, Department of Medicine, Dartmouth-Hitchcock Medical Center

Email: kelly.a.Kieffer@hitchcock.org



Meet Our Lead Faculty



Susan Lee MD, FACP

Professor of Clinical Medicine, RSOM
SUNY Stony Brook

Medical Director of Stony Brook Primary
Care and PCMH, Deputy CMIO for Stony
Brook Medicine

Former Governor for NYACP

Current Regent for ACP

E Mail:

Susan.Lee@Stonybrookmedicine.edu



Why your CV matters



Tells your professional story



Moves your career forward



Opportunity to make a good first impression



Features of winning CVs



- Consistent formatting
- 11 or 12 point sans serif font
- Organized, easy to find information
- Complete, accurate, up to date
- Concise; nothing extraneous
- Saved as PDF
- Your name included in document title
- Reviewed by a colleague
- Updated often



Anatomy of a High-Impact CV

- ✓ Contact Info
- ✓ Education
- ✓ Training
- ✓ Certifications and licensure
- ✓ Professional experience
- ✓ Professional affiliations and leadership
- ✓ Honors and awards
- ✓ Publications and presentations



designed by [freedesignfile](#)

Customize your CV for its intended use

For employment

- 2-3 pages
- Reverse chronological vs. functional
- Consider including personal interests, languages
- Accompanied by cover letter
 - 1 page summary of “fit” and interest in the position
 - Opportunity to call out important achievements
 - Explain any gaps in timeline

For academic roles

- No page limit; complete and succinct
- Reverse chronological
- Include sections on teaching, research, scholarship, mentorship, and service
- Accompanied by personal statement
 - 2-3 page narrative of career trajectory and vision
 - Opportunity to highlight impact and reach of academic work



Tips for Early Career Physicians



**Highlight unique rotations,
research, volunteer
activities, QI projects,
teaching**



**Use action verbs and
quantify impact**



**Reformat to institutional
template when starting a
new position**

“Implemented 3 quality improvement projects that reduced interprofessional communication errors”

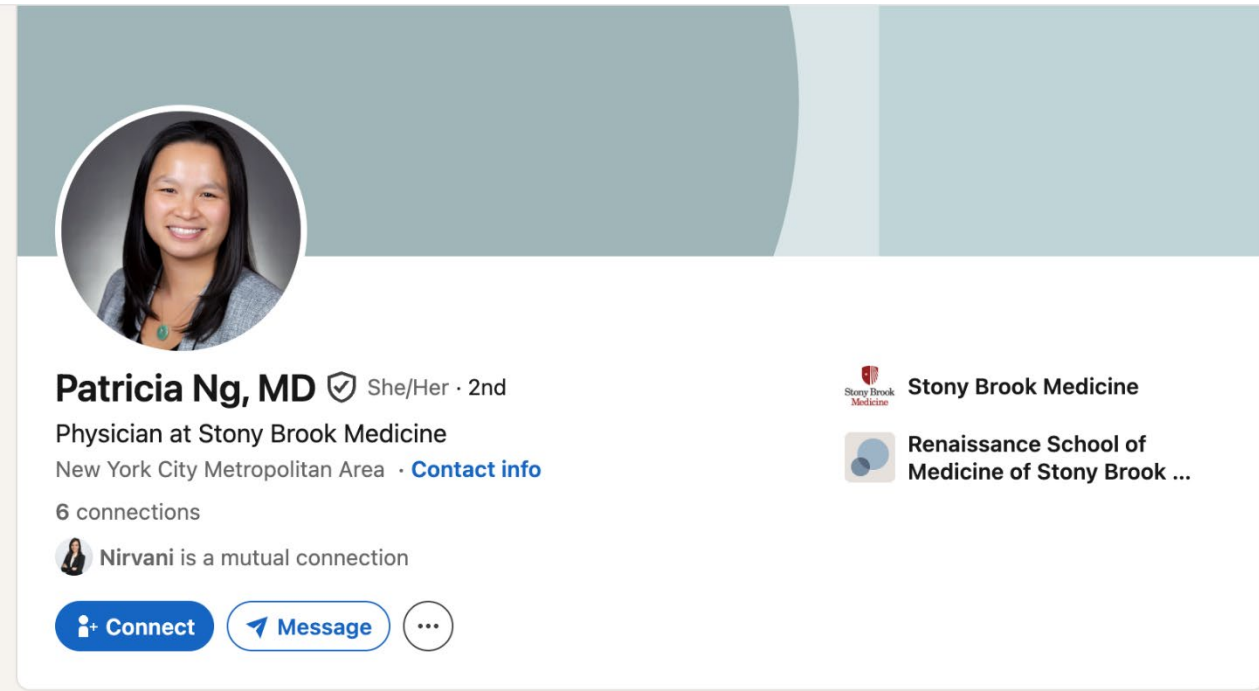
“Mentored third year student on second place clinical vignette abstract at state ACP meeting”

“Participated in all activities of the clinical ethics committee, including leading literature review on unrepresented patients to guide institutional policy”




Digital Presence & LinkedIn

- Align CV with online profiles
- Professional photo, headline, summary





Patricia Ng, MD ✓ She/Her · 2nd
Physician at Stony Brook Medicine
New York City Metropolitan Area · [Contact info](#)

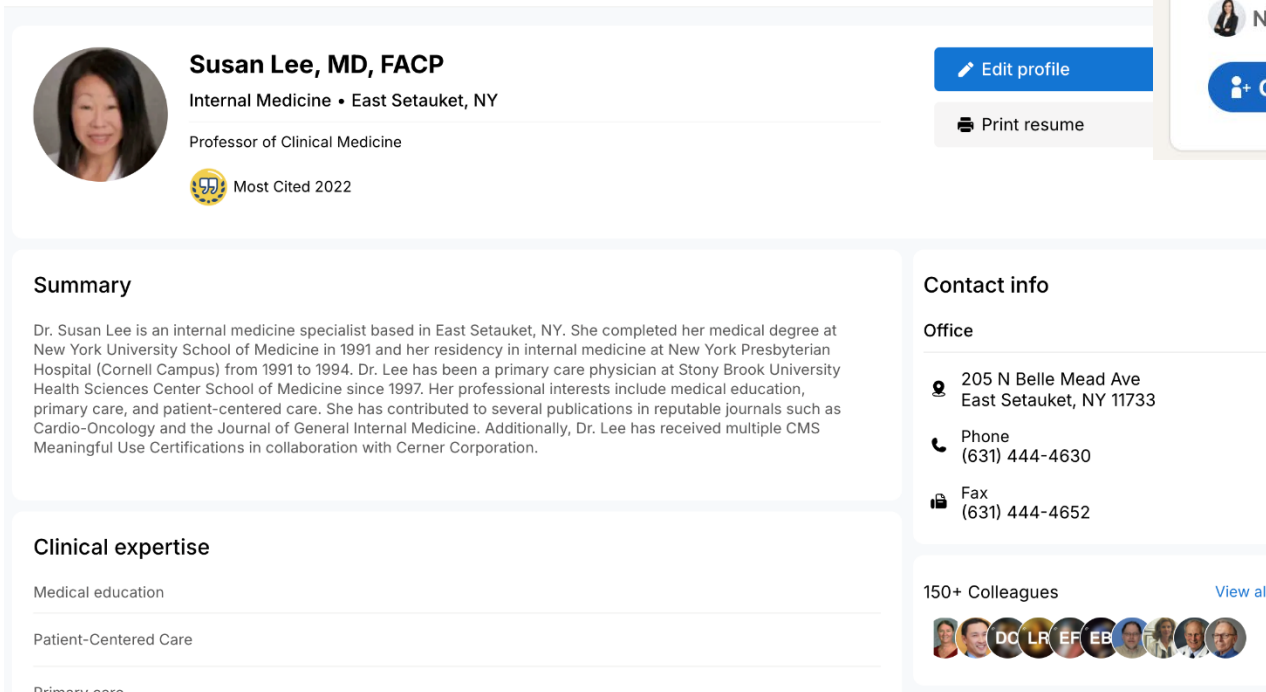
6 connections

 Nirvani is a mutual connection

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 **Stony Brook Medicine**

 **Renaissance School of Medicine of Stony Brook ...**



Susan Lee, MD, FACP
Internal Medicine • East Setauket, NY

Professor of Clinical Medicine

 Most Cited 2022

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Summary


Dr. Susan Lee is an internal medicine specialist based in East Setauket, NY. She completed her medical degree at New York University School of Medicine in 1991 and her residency in internal medicine at New York Presbyterian Hospital (Cornell Campus) from 1991 to 1994. Dr. Lee has been a primary care physician at Stony Brook University Health Sciences Center School of Medicine since 1997. Her professional interests include medical education, primary care, and patient-centered care. She has contributed to several publications in reputable journals such as Cardio-Oncology and the Journal of General Internal Medicine. Additionally, Dr. Lee has received multiple CMS Meaningful Use Certifications in collaboration with Cerner Corporation.

Contact info


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East Setauket, NY 11733

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(631) 444-4630

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150+ Colleagues [View all](#)



Resources

- <https://www.acponline.org/about-acp/about-internal-medicine/career-paths/resident-career-counseling-guidance-and-tips/model-curriculum-vitae>
- <https://resources.nejmcareercenter.org/article/creating-a-physician-cv-that-shines/>
- <https://jgme.kglmeridian.com/view/journals/jgme/11/3/article-p333.xml>
- <https://www.aamc.org/learn-network/affinity-groups/group-faculty-affairs/faculty-vitae/curriculum-vitae-tips-and-strategies>
- <https://resources.nejmcareercenter.org/article/preparing-physician-cvs-and-resumes-for-consumption-in-the-digital-age/>

Templates:

ACP

https://www.acponline.org/sites/default/files/documents/membership/fellowship/application/mode_lcv.pdf

AAMC

<https://students-residents.aamc.org/managing-your-medical-career/preparing-your-curriculum-vitae>



Key Takeaways

- **Consider your audience**
- **Use a template with content headings**
- **Organize information so that it is accessible to the reader**
- **Be complete and concise**
- **Focus on accomplishments, outcomes, impact**
- **Edit carefully and get a proofreader**
- **Update routinely**



Open the door to your next chapter!



AI-generated image via ChatGPT (OpenAI), 2026.





Access additional well-being resources

www.acponline.org/minibutmighty

www.acponline.org/wellbeing

www.acponline.org/supporthub

www.acponline.org/career

