

Resume / CV for Advanced Clinicians and Clinical Scholars

Guidelines for Resume / Curriculum Vitae

Here are the main components that should be included in your resume/curriculum vitae:

I. Identifying Information

Name

Employee ID #

Current Position

Discipline

Unit/Location

Home Phone Number

Home Address

Partners E-mail Address

Date Prepared

Items within each of the categories below should include dates if appropriate and be listed in reverse chronological order, i.e., most recent first.

II. Education (all formal post-secondary education)

- For completed education, include educational institution, degree granted and/or major area of study, date of graduation
- For education in progress, include educational institution, degree in progress and/or major area of study, expected date of graduation

III. Licensures and certifications

IV. Professional history

- List all formal positions held, including institution, position title, description of primary responsibilities, activities and accomplishments, starting and ending dates

V. Academic appointments

VI. Hospital committee activities/department or unit projects

- Include dates and brief description of activities or projects

VII. Professional society membership

- Include any offices held

VIII. Professional society committee activities

IX. Continuing education activities attended (last two years only)

X. Presentations given

- Include title, organization, location, and dates

XI. Awards and professional honors

XII. Grants

XIII. Publications

[Resume / CV Sample 1](#) [Resume / CV Sample 2](#)

Name: Michael Thomas

Employee ID number:1234567

Program Deadline Date (e.g. May 1st): June 1, 2002

Resume/Curriculum Vitae

I. Identifying Information

- Name: Michael Thomas
- Current Position: Staff Respiratory Therapist
- Discipline: Respiratory Therapy
- Unit/Location: Ellison 10
- Home phone number:617-555-5555
- Home street address:35 Thorne Street
- City, state and zip code: Canton, MA 09743
- Partners e-mail address: mthomas@partners.org
- Date prepared: 4/15/02

Items within each of the categories below should include dates if appropriate and be listed in reverse chronological order, i.e., most recent first.

<p>II. Education (all formal post-secondary education)</p> <ul style="list-style-type: none"> • For completed education, include educational institution, degree granted and/or major areas of study, date of graduation • For education in progress, include educational institution, degree in progress and/or major area of study, expected date of graduation 	<p>Newbury College Brookline, MA</p> <p>Associate of Science in Respiratory Therapy (May 1994)</p>
<p>III. Licensures and certifications</p>	<p>Advanced Cardiac Life Support (1995)</p> <p>Registered Respiratory Therapist (1994)</p> <p>Certified Respiratory Therapist (1994)</p>
<p>IV. Professional history</p> <p><i>List all formal positions held, including institution, position title, description of primary responsibilities, activities and accomplishments, starting and ending dates</i></p>	<p>Massachusetts General Hospital (1994 – present) Staff Respiratory Therapist</p> <ul style="list-style-type: none"> • Provides individualized respiratory therapy for adults through neonates • Educates members of the medical and nursing staff in modalities of respiratory care • Educates patient about asthma including use of inhalers and peak flow meters • Participates in gathering data for research within the Respiratory Care Department • Participates in patient consultation with members of the health care team
<p>V. Academic appointments</p>	<p>None</p>

<p>VI. Hospital committee activities/department or unit projects</p> <p><i>Include dates and brief description of activities or projects</i></p>	<p>None</p>
<p>VII. Professional society membership</p> <p><i>Include any offices held</i></p>	<p>American Association for Respiratory Care (1995-present)</p> <p>Massachusetts Society for Respiratory Care (1995-present)</p>
<p>VIII. Professional society committee activities</p>	<p>None</p>
<p>IX. Continuing education activities attended (last two years only)</p>	<p>Massachusetts Society of Respiratory Care Annual Meeting (2000-2001)</p> <p>Management Issues in Respiratory Care (2000)</p>
<p>X. Presentations given</p> <p><i>Include title, organization, location, and dates</i></p>	<p>None</p>
<p>XI. Awards and professional honors</p>	<p>None</p>
<p>XII. Grants</p>	<p>None</p>
<p>XIII. Publications</p>	<p>None</p>

Name: Janice Collins

Employee ID number: 1234567

Program Deadline Date (e.g. May 1st): August 1, 2002

Resume/Curriculum Vitae

I. Identifying Information

- Name: Janice Collins
- Current Position: Staff nurse
- Discipline: Nursing
- Unit/Location: White 15, General Surgical Unit
- Home phone number: 617-555-5555
- Home street address: 77 Sunset Street
- City, state and zip code: Waltham, MA 02442
- Partners e-mail address: jcollins@partners.org
- Date prepared: 6/24/02

Items within each of the categories below should include dates if appropriate and be listed in reverse chronological order, i.e., most recent first.

I. Education (all formal post-secondary education)

- For completed education, include educational institution, degree granted and/or major areas of study, date of graduation
- For education in progress, include educational institution, degree in progress and/or major area of study, expected date of graduation

Boston College
Boston, MA
Bachelor of Science in Nursing (June 1997)

II. Licensures and certifications	Advanced Cardiac Life Support (August 2001)
<p>III. Professional history</p> <p><i>List all formal positions held, including institution, position title, description of primary responsibilities, activities and accomplishments, starting and ending dates</i></p>	<p>Massachusetts General Hospital (1997 – present)</p> <p>Staff Nurse, White 15, General Surgical Unit</p> <ul style="list-style-type: none"> • Primary nurse for pre and post operative surgical patients • Assess, plan and evaluate care for pre and post operative surgical patients • Act as a preceptor to new staff • Act as a mentor to new graduate Registered Nurses • Act as a Resource Nurse • Member of unit time planning committee
Academic appointments	None
<p>IV. Hospital committee activities/department or unit projects</p> <p><i>Include dates and brief description of activities or projects</i></p>	<p>Patient Education Collaborative Governance Committee (October 1999 – present)</p> <ul style="list-style-type: none"> • (include brief description of activities)
<p>V. Professional society membership</p> <p><i>Include any offices held</i></p>	None
VI. Professional society committee activities	None
VII. Continuing education activities attended (last two years only)	<ul style="list-style-type: none"> • 2001: A Diabetic Odyssey (September 2001) Massachusetts General Hospital • Pain Management (March 2001) Massachusetts General Hospital • Complex Wound Care Management (February 2001) Boston, MA

	<ul style="list-style-type: none"> • Introduction to Culturally Competent Care (November 2000) Massachusetts General Hospital • Preceptor II Workshop (May 2000) Massachusetts General Hospital
VIII. Presentations given <i>Include title, organization, location, and dates</i>	“The Use of Clinical Narratives in Professional Practice Development” Massachusetts General Hospital(June 2001)
IX. Awards and professional honors	None
X. Grants	None
XI. Publications	Collins, Janice, “Caring for the Challenging Patient – Clinical Narrative”, Caring Headlines, September 1998.