**NYU Langone Hospital**

**Graduate Medical Education Office**

# Curriculum Vitae Format

**Onboarding Requirement**

This guide provides the required format for preparing and submitting your Curriculum Vitae (CV) and bibliography to the Graduate Medical Education Office.

Submissions that do not adhere to this format **will not** be reviewed by your Graduate Program Specialist (GPS) and will result in delays in the review process.

This guide consists of two parts:

1. Instructions and Formatting Guidelines
2. Sample CV for Reference

All sections included in the sample must be present in your submitted CV- even if you have no content to list under that heading. While the font and layout may vary, your CV must be clearly organized, and each entry must specify your role and contributions.

For any questions, please contact your GPS.

Date Prepared:

**Curriculum Vitae**

FIRST NAME, LAST NAME, SUFFIX AND DEGREE(S)

## Contact Information

Home address:

Office address:

Work phone:

Cell phone (optional):

Work email address:

Other e-mail (optional):

Web page (optional):

## Education and Training

### Education

Date (mm/yyyy) Degree granted, Field of study, Institution, Location (City, State)

**Postdoctoral Training** (Include internships, residencies, clinical and research fellowships, postdoctoral research, and other postgraduate training)

Dates (mm/yyy-mm/yyyy) Position, Department/Discipline, Institution, Location (City, State)

**Specialty Certification** (List all certifications you hold in your specialty. Include general and specialty boards; include date of maintenance of certification only if applicable)

Date of certification or date of maintenance of certification (mm/yyyy) Type of certification

**Licensure** (List all professional licenses you have or have held in the past) Date (yyyy) State License number

## Professional Experience, Clinical Experience and Leadership Positions

Institution/University Name, Department, Title, Location (City, State) Effective date (mm/yyyy-mm/yyyy)

## Awards, Honors, and Memberships in Honorary Societies

(List any professional awards, honors, or memberships in honorary societies that you have received. These can include: Awards for teaching, research, or clinical care.

## Research Activity

**Research Activities**

## Bibliography

**Publications** (You must list all authors. Do not use “et al.”)

*References should be written in accordance with: Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336:308-315.*

Date Prepared: June 6, 2018

**Curriculum Vitae *[Example]***

JOHN J. DOE, MD, PhD

### Contact Information

Home address: 1155 Fifth Avenue New York, NY 10028

Office address: 550 First Avenue New York, NY 10016

Work phone: 212-555-5555

Cell phone: 718-555-5555

Work email address:john.doe@med.nyu.edu

Other e-mail: johndoe@gmail.com

Web page: http://www.med.nyu.edu/people/johndoe 317

## Education and Training

### Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1990  |   | BS  | Biology  | Eastern Institute of Technology  | New York, NY  |
| 1994  |   | MD  | Medicine  | Western Medical Center  | New York, NY  |
| 1998  |   | PhD  | Genomics  | New World Graduate School  | Brooklyn, NY  |

### Postdoctoral Training

|  |  |
| --- | --- |
| 08/1995-08/1998  | Fellow, National Foundation for Infantile Diseases, Eastern Institute of Technology, Boston, MA  |
| 08/1997-08/1998  | Research Fellow, Medicine (Biochemistry), Western Medical School, Brooklyn, NY  |
| 07/1998-07/1999  | Intern, Medicine, Eastern Hospital, Boston, MA  |
| 07/1999-07/2001  | Senior Assistant Resident, Internal Medicine, Eastern Hospital, New York, NY  |
| 07/2001-07-2002  | Chief Resident, Internal Medicine, Eastern Hospital, New York, NY  |
| 08/2002-05/2004  | Postdoctoral Researcher, Informatics, Old World Graduate School, New York, NY  |

**Specialty Certification**

2001 American Board of Internal Medicine

**Licensure**

1995 Massachusetts #123456A

## Professional Experience, Clinical Experience and Leadership Positions

07/2001-07/2004 Instructor, Not Tenure-Eligible, Anatomy, Western Medical School, New York, NY

07/2004-07/2009 Assistant Professor, Tenure-Eligible, Anatomy, Western Medical School, New York, NY

07/2009-07/2018 Associate Professor, Tenure-Eligible, Medicine, Western Medical School, New York, NY

07/2018-07/2023 Assistant, Medicine, Eastern Hospital, New York, NY

07/2023-07/2024 Sabbatical – Independent Research Project [***Example of documenting a gap]***

08/2024-Present Assistant, Medicine, Eastern Hospital, New York, NY

## Awards, Honors, and Memberships in Honorary Societies

|  |  |  |
| --- | --- | --- |
| 05/1990  |   | Phi Beta Kappa Member  |
| 04/1994  |   | Alpha Omega Alpha Member  |

05/2001 Western Medical School, John Bearsford Tipton Award presented by the third year class to the most outstanding lecturer in medical economics

01/2014 American Society of Pulmonary Diseases E.S. Reynolds Medalist

02/2018 Belgian Academy of Sciences Corresponding Member

## Research Activity

## Bibliography

### Publications

1. Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336;308-315.