

BUILDING A PROFITABLE CURRICULUM VITAE

IT'S NOT JUST A RESUME

What is a Curriculum Vitae (CV)? A CV is a snapshot of who you are, what you have accomplished, what type of leader you are, and how you rank with your peers. How do you make your CV stand out from the rest? It starts with you and your commitment to going above and beyond.





HOW LONG SHOULD MY CV BE AND HOW FAR BACK SHOULD I GO?

- Start at the beginning
- Tell your story
- Be proud of your accomplishments no matter how big or small
- Make your CV as long as it needs to be
- The average CV is 2-3 pages long, but they can be much longer
- Make sure it is clear and concise and easy to read



WHAT SHOULD YOUR CV INCLUDE:

- Educational background and any High Honors you may have received
- Current and past employment that highlights your skills and knowledge – this should be relevant to what you are doing
- Clinical Research
- Publications
- Leadership positions/Preceptor/Mentor
- Certifications/Fellowships/Special Training
- Speaker Bureaus/Advisory Boards/Consultant Work
- Organizations – are you just a member or are you on a committee or in a leadership position?
- Community service and outreach programs

Performance Sheet

- Employees may want to know what you are worth and what you can bring to the table
- Track your charges and what you bill and collect for past practices
- How many patients you are comfortable seeing in a day
- And what you can bring to a practice that will increase their revenue, quality of service, and number of patients
- Add any additional skill sets that you may bring to the practice



HOW OFTEN SHOULD YOU UPDATE YOUR CV?

- Update your CV when you have anything new to add.
- Don't wait too long to update otherwise you may forget what to add
- Recommend once a quarter if you are very active
- Definitely at least once a year