Date of preparation

**NAME, degree/s**

[Add rows as needed. When you are finished, delete instructions in red. Examples are fictional and only intended to illustrate formatting]

**CONTACT INFORMATION**

Business Address:

Email:

**EDUCATION**

[*Include*: Year of completion; degree, discipline, institution | *Replace below examples with your information*]

|  |  |
| --- | --- |
| 2017 | M.D., University of Chicago Pritzker School of Medicine |
| 2013 | B.S., Microbiology, University of Illinois at Urbana-Champaign |
|  |  |

**POSTGRADUATE TRAINING**

[*Include*: Time period, training type, discipline, institution | *Replace below examples with your information*]

|  |  |
| --- | --- |
| Jul 2021 – Jun 2022 | Fellow, Hospice and Palliative Medicine, Northwestern University, McGaw Medical Center |
| Jul 2017 – Jun 2021 | Resident, Emergency Medicine, Northwestern University, McGaw Medical Center |
|  |  |

**ADDITIONAL TRAINING** (optional)

[*Include*: Time period, training type, institution/organization, topic | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2020 | Professional Development, Northwestern University, “Designing and Implementing Assessment for Medical Professionals” |
|  |  |

**CERTIFICATIONS**

[*Include*: Time period, area of certification, certification entity| *Replace below example with your information*]

|  |  |
| --- | --- |
| Oct 2022 – Present | Emergency Medicine, American Board of Emergency Medicine |
|  |  |

**PROFESSIONAL LICENSES**

[*Include*: Time period, license type, number, licensure state| *Replace below example with your information*]

|  |  |
| --- | --- |
| Jul 2021 – Present | Licensed Physician, (123.456789), Illinois |
|  | Licensed Physician Controlled Substance (987.654321), Illinois |

**ACADEMIC APPOINTMENTS**

[*Include*: Time period, appointment type, institution| *Replace below examples with your information*]

|  |  |
| --- | --- |
| Sept 2022 – Present | Assistant Professor, Northwestern University, Feinberg School of Medicine |
| Jul 2021 – Aug 2022 | Instructor, Northwestern University, Feinberg School of Medicine |

**HOSPITAL / CLINIC APPOINTMENTS**

[*Include*: Time period, institution| *Replace below example with your information*]

|  |  |
| --- | --- |
| Jul 2021 – Present | Northwestern Memorial Hospital |

**OTHER POSITIONS / EMPLOYMENT** (optional)

[*Include*: Time period, institution/organization]

**MILITARY SERVICE** (optional)

[*Include*: Time period, organization]

**HONORS AND AWARDS**

[*Include*: Time period, award type, institution/organization | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2021 | Early Career Investigator Award, The American College of Emergency Physicians |

1. Elected Society Memberships
2. International/National/Regional
3. University

**INTERNAL INSTITUTIONAL SERVICE** (Committees, Councils, Task Forces)

[*Include*: Time period, service type, institution | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2021 | Member, Department of Emergency Medicine Faculty Search Committee, Feinberg School of Medicine |

1. University
2. School
3. Department
4. Hospital

**COMMUNITY SERVICE**

[*Include*: Time period, service type, institution/organization| *Replace below example with your information*]

|  |  |
| --- | --- |
| 2021 – Present | Member, Board of Directors, Young Leadership Division of the Women Health Organization |

**PROFESSIONAL SOCIETY MEMBERSHIP**

[*Include*: Time period, society | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2020 – Present | The American College of Emergency Physicians |

**EXTERNAL PROFESSIONAL LEADERSHIP AND SERVICE**

[*Include*: Time period, type, institution/organization | *Replace below examples with your information*]

|  |  |
| --- | --- |
| 2022 | Reviewer, abstract submissions, The American College of Emergency Physicians |
| 2021 – 2022 | Member, Award and Scientific Committee, Academy for Young Scientists |

**SCIENTIFIC AND MEDICAL ADVISORY BOARDS**

[*Include*: Time period, role, advisory board | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2023 - present | Member, Implementation Workgroup, The American College of Emergency Physicians |

**EDITORSHIPS / EDITORIAL BOARD SERVICE**

[*Include*: Time period, role, editorial board | *Replace below example with your information*]

|  |  |
| --- | --- |
| 2023 - present | Member, Editorial Board of Emergency Medicine Today |

**MANUSCRIPT REVIEW RESPONSIBILITIES**

[*Include*: Time period, role, journal | *Replace below examples with your information*]

|  |  |
| --- | --- |
| 2023 – Present | Ad Hoc Reviewer, Emergency Medicine Today |
| 2021 – Present | Ad Hoc Reviewer, The Lancet Digital Health |

**GRANT REVIEW RESPONSIBILITIES**

[*Include*: Time period, role, grant information | *Replace below examples with your information*]

|  |  |
| --- | --- |
| 2023 | Chair, NIH Special Emphasis Panel, XYZ 1 LMN-N (Z1) |
| 2022 | Reviewer, Northwestern University Clinical and Translational Sciences (NUCATS) Institute Grant Programs |

**GRANT PROPOSALS SUBMITTED**

Use this section to record pending proposals.  
  
[*Follow the format below for each proposal/award*]

Agency:

ID#:

Title:

Principal Investigator:

Role on project: (include if you are not the PI—e.g., Site PI, Co-investigator, etc.)

Percent effort:

Direct costs per year:

Total costs for project period:

Project period:

**GRANTS AND SPONSORED AWARDS**

1. Current
2. Past

[*Follow the format below for each proposal/award*]

Agency:

ID#:

Title:

Principal Investigator:

Role on project: (include if you are not the PI—e.g., Site PI, Co-investigator, etc.)

Percent effort:

Direct costs per year:

Total costs for project period:

Project period:

**RESEARCH PROJECTS** (optional)*You may record unfunded projects in this section.*

**INVITED TALKS**

[*Include*: Date, title, event, location | *Replace below examples with your information*]

|  |  |
| --- | --- |
| 2023 | Optimizing cardiovascular health in adulthood. University of Chicago Cardiology Fellows’ Seminar Series. University of Chicago, Chicago, IL. September 3, 2023. |
| 2022 | Best practices in emergency medicine. The American College of Emergency Medicine Physicians Seminar Series, Las Vegas, NE. April 30, 2022. |

1. International/National
2. Regional
3. Local

**PUBLICATIONS AND SCHOLARLY WORKS**

*Guidance:*

* *List publications/scholarly work in chronological order under each sub-header*
* *List* ***all*** *authors in the order they appear on the publication and put* ***your name******in bold font****. (Note: If producing your CV via the Feinberg Faculty Portal (FFP), there are limited formatting options at this time. The FFP can only generate publication lists in reverse chronological order, which is acceptable. What’s most important is that your publication list be presented in time order—whether chronological or reverse chronological—so that reviewers can see your productivity and trajectory over time.).*
* *Ensure that all sections indicate the time period.*

1. Journal Articles

[*Include*: Author(s). "Title of Article." Journal Name, vol. number, no. number, year, pages. DOI or URL (if accessed online)]

* 1. Peer-reviewed Original Investigations
  2. Invited Reviews and Commentaries
  3. Case Reports, Letters, Editorials
  4. Other Journal Articles

1. Books
2. Chapters
3. Peer-Reviewed Educational Materials
4. Practice Guidelines, Policy, Consensus Statements, and Reports
5. Congressional Hearings and Legislative Testimony
6. Patents and Intellectual Property
7. Data Sets
8. Software / Code
9. Conference Proceedings
10. Oral Abstracts / Presentations (\*denotes presenting author)   
    *Guidance: Put an asterisk beside the presenting author. Make note of any abstracts that received honors or awards*.
11. Poster Abstracts / Presentations (\*denotes presenting author)   
    *Guidance: Put an asterisk beside the presenting author. Make note of any abstracts that received honors or awards*.
12. Media  
    *Guidance: Record media works of a scholarly nature that you authored or created (e.g., op-eds, videos, blog posts). If you were featured in a work authored or created by someone else, record that in the separate section called Media Coverage and Appearances.*
13. Other Scholarly Work

**MEDIA COVERAGE AND APPEARANCES**

*Guidance:*

* *Include news coverage of your work, your appearances in the media (e.g., print, TV, or radio interviews), websites you maintain related to your academic career, and social media involvement for the medical/scientific community (e.g., maintaining a blog, running a Twitter feed, podcasting, etc.)*