

Generate Your CV Using a Feinberg Template

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The Feinberg Faculty Portal contains CV templates established by the Feinberg School of Medicine.

1. Click on Vitas & Biosketches in the left navigation menu which opens a list of the templates that have been configured.
2. If the Unit column says “Northwestern University (Feinberg),” the template has been set up by the Faculty Affairs Office for use across the school.
3. Click on the View icon beside the CV template you want to use to generate your CV.

Northwestern University Feinberg School of Medicine > Vitas & Biosketches

Quicklinks ▾

Vita Admin

Search:

Name	Description	Unit	View	Actions
All Sections	This CV template includes all data entry sections from the profile and activities pages. Running this CV is useful as a means of checking the data entered in your account. Each section displays using Feinberg's recommended formatting. Publications display using the National Library of Medicine citation format, which is the only citation formatting option that does not truncate the author list.	Northwestern University (Feinberg)		
All Sections Except Publications	This CV template includes all data entry sections from the profile and activities pages except publications. When publications lists are long, the CV can take some time to load, so you may find it more convenient to run this CV as a means of reviewing data that are entered. Each section displays uses Feinberg's recommended formatting.	Northwestern University (Feinberg)		

4. To change your CV template selection, choose a different template from the **type** dropdown list.
5. By default, the CV is set to display activity for the last year. Change the **date range** to **all** to see all activities entered, or select different begin and end dates to focus on a period of interest to you.
6. After making date range changes, press **Refresh Vita** so that the changes are applied. Your CV will display at the bottom of the screen.
7. Press **Export/Share** to export your CV as a Word document or PDF, or to obtain a web link that you can share with others.

Northwestern University Feinberg School of Medicine > Vitas & Biosketches > View Vita

Vita Options

Type* Institutional Personal

Date range* All Custom

Begin* End*

Hide date range in vita output

Note: date range only applies to items from activity input