



NU RaMP Northwestern University Radiology Mentorship Program
"CV and Networking Tips" May 9, 2022 12-1pm

Everything you need to know about your CV - Lecture by Dr Charlotta Weaver, MD MS FACP SFHM

Watch the lecture [here](#)

Take home points:

Keep your CV accessible. Update it often. More than you think goes on your CV.
Keep it professional and polished.

Top reasons to keep your CV updated:

Academic promotion
Program and grant applications
Leadership opportunities
Annual Review
Award nominations

For Feinberg CV guidelines:

[Feinberg Standard CV](#): Word template link for maintaining your CV manually

[Generate CV electronically](#): Click for guide to export the Feinberg Standard CV

Keep your CV easily accessible on your computer and phone for easy updating

Each time you get an email with something to add to your CV (accepted abstract, paper, speaker invitation, anytime you're asked to "do" something at work), make note by doing **one** of the following:

Label that email "CV"

Add that email to a folder called "CV"

Keep a running list of items that need to get added to your CV (ie Todoist, Evernote, Google keep)

Then, once per (day/week/month/q3 months), add those items to your CV (have this on your task manager).

When you are asked to send your CV, send it as a PDF with your name and date in the file name.

INCLUDE:

- Your full name and date on each page (header)
- Numbered pages
- 11 or 12 point standard font (Calibri or Times New Roman)
- Standard margins
- Bolding and CAPs to make things stand out
- Publications: list oldest 1st; all other sections like abstracts and presentations, put most recent content first
- No grammatical errors and good formatting

DON'T INCLUDE:

- Your social security # or other sensitive information
- Marriage status or children
- Personal interests
- Underlining or italics

Number publications, but not abstracts

Bold your name among authors

Asterisk and label if presenter or 1st author is trainee who you were primary mentor

Ok to list submitted and pending publications (label as such)

Biosketch - Keep a short summary bio current and handy. Include:

Current academic rank and title or roles

Training

Recent significant and applicable accomplishments

Programs, committees, presentations, projects

Research and/or interests

See [Dr Gopi Astik's](#) Feinberg faculty profile as an example biosketch.

Learn how to edit your Feinberg profile biosketch here: [Quick Reference on Feinberg Faculty Profiles](#)