

CV and CV Coversheet Instructions

A *curriculum vitae* (CV) is a summary of one's employment experience and personal history. The CV may be used for a variety of purposes such as review by promotion and assimilation boards and applying for engineering positions. It may also be used by those who are writing awards for you or who may be looking for specific expertise for staffing committees and special assignments. Therefore, you may need to prepare more than one CV depending on the target audience and its intended use.

A CV is not a résumé. It contains more detailed information than a résumé would contain. Think of a résumé as a letter of introduction (one or maybe two pages in length maximum), while a CV is your career story in a concise "Cliff Note" fashion (typically more than two pages in length depending upon the stage of your career).

A CV is very important because it pulls all of your critical information into one location. It is the only opportunity that an officer has to educate the promotion board on what he or she has accomplished in his or her career.

This is your best opportunity to present yourself not only through the content of the document but through the appearance of the document itself. Style, clarity, formatting, print, paper, cleanliness, and attention to details such as grammar and spelling are all important when preparing your CV.

Those who review your CV, both those who know you and those who do not, will gain some indication of your judgment by what you document, forget, or fail to disclose. Be informative, but be concise. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive.

Whether you are up for a promotion or submitting for a vacancy, the information in your CV should be in a concise, easy-to-read, easy-to-find format. This will make the job of the reviewing official easier and lessen the likelihood of his or her overlooking important information.

Your CV is a living document. You should consider critically reviewing your CV on an annual basis to ensure that your CV contains all of the "good stuff" and eliminates or minimizes less relevant information as your career progresses. The CV should highlight the information that is most important to those who are reviewing your CV. You should get into the habit of updating your CV as soon as possible following notable accomplishments so they are not later forgotten. This ensures that you will always have an up-to-date, accurate, and complete CV. Although it is not required, you should consider submitting an annual update of the CV to your Official Personnel Folder (OPF).

Any Commissioned Officer who is eligible for a temporary or permanent promotion is strongly encouraged to submit an updated CV to his or her OPF by December 31 prior to the promotion cycle. A missing or outdated CV reflects poorly on the Officer and detracts from the remainder of the information that the promotion board reviews.

A second document termed the "CV Coversheet" is suggested for presenting CV information in an abbreviated format (should be no more than two pages max) for the specific purpose of highlighting information related to promotion benchmarks/precepts for the promotion board. The CV Coversheet is not a required document for the OPF and can take on any format. This document may be of more benefit for more senior officers than for junior officers depending on the amount of information in the CV to be summarized and the extent of the activities already covered by the PIR. The suggested format for the CV coversheet was updated in 2008 to match current precepts and incorporate input from senior officers.

CV CONTENT

At a minimum your CV should contain:

- Your rank, name, and PHS serial number on each page
- Page numbers
- The date of the CV
- College degrees
- Professional Registration and Licensure
- Professional experience
- Temporary details, collateral assignments, or special assignments
- PHS Awards
- Other Awards and Recognitions
- Assimilation Status
- PHS support activities
- Participation in professional organizations
- Special skills
- List of publications, presentations, and patents using standard reference style format
- Civic and community activities

Your CV should highlight:

- Duties, accomplishments, and impacts of the accomplishments
- Career progression
- Level(s) of responsibility – Billet Grade
- Leadership
- Assignment and geographic mobility
- Readiness activities

Do not include:

- Summary of Performance Appraisals (COERS)
- Information on your marital status
- Copies of publications or abstracts
- Conferences attended
- Photographs
- Medical information
- References
- Letters of support
- Continuing Education Courses (this should be a separate document)
- Information about uniform wear - daily uniform wear is the expected standard.

EDUCATION

Include all college degrees that you hold, the name of the college or university, specialty area e.g., civil engineering, and the dates the degrees were awarded. You may also include any extensive training that has allowed you to claim an expertise in certain areas even though you may not have a degree in those areas.

PROFESSIONAL REGISTRATION/CERTIFICATION

List only current professional registrations and certifications, and limit the listing to those that allow you to practice in your field or specialization, e.g., Professional Engineer (PE), Registered Architect (RA), Certified Industrial Hygienist (CIH), and/or Certified Safety Professional (CSP). Indicate for how long you have had the registration or certification (e.g., since 1987) and the current expiration data. **(Make sure a copy of all your renewals is included in your OPF.)**

EXPERIENCES

List all appropriate professional experience. Although you should normally limit the list to permanent assignments, you may want to include any assignment in which you served for more than 90 days in an acting capacity/detail. These positions should be listed in reverse chronological order from your current position.

Include dates, position title, billet grade or GS rating, agency, and location. Organize this information consistently so that each position and the dates worked are easily recognized. Describe duties and responsibilities for each position specifically and concisely. A bullet format may be preferable because it allows the reviewer to follow your career progression easily. When describing duties and responsibilities, make sure that increases in responsibility from position to position are clear. Make sure you clearly indicate levels of responsibility. For example: **"Duties:** Directly managed five professional staff; managed a research program of 34 people with an annual budget of \$2.4 million; project manager for three \$1 million construction projects."

For each position, provide examples of significant accomplishments that you had in the position. Also detail what the public health impact was for each of the accomplishments. Again, be brief and concise.

For example:

"Accomplishments: (1) Research program developed new methodology that improves the ability of rescuers to locate trapped miners. **(2)** The three construction projects provide larger and improved research facilities."

"Impact: (1) The new rescue methodologies have been implemented and have increased the efficiency of rescue operations. **(2)** The new research facilities have permitted the staff to conduct 150% more research projects."

When writing the impact of your accomplishments will the reader be able to answer any of the following questions:

1. Were any problems solved?
2. Were any new problems identified that you were able to provide or recommend solutions?
3. Did you institute new systems or procedures?
4. Suggested/implemented new programs, products or services result from your actions?
5. Was there increased productivity or decreased need for services?
6. Did you save time and/or money?
7. Have you provided the amount of time, money, services, etc. and provided a baseline to show the magnitude or effect of the change?
8. Have you indicated who the change affected and at what level, e.g., regional, national, Corps wide.

TEMPORARY DETAILS, COLLATERAL ASSIGNMENTS, OR SPECIAL ASSIGNMENTS

Provide the dates and short description of any significant short-term special assignments. Examples are Commissioned Corps Readiness Force assignments, short term details to a different organization within your agency, or participation on a state commission over an extended period of time (over a year).

AWARDS AND HONORS

Begin by listing the names and dates of the PHS awards and honors you have received in reverse chronological order. You may include Exceptional Capability Promotions (ECPs) or Exceptional Proficiency Promotions (EPPs) in your list of awards.

List non-PHS awards and honors separately from PHS awards in reverse chronological order and include the name of the award/honor, the organization and the date. Be sure to include awards or honors given to a project you managed (e.g., IHS Engineer of the Year). **(Make sure a copy of the award/honor is in your OPF.)**

PHS SUPPORT ACTIVITIES

List any official PHS activities in which you were a direct participant. For example: assimilation, or appointment boards, Commissioned Corps Awards Board (CCAB); revitalization committees; a Surgeon General's Ad Hoc Committee; the EPAC, etc. Be aware that you may not list the

specific name of any OCCO Board if you have signed/agreed to non-disclosure of your participation on that Board. For example, a member of the CCAB would not be able to state that they are serving on the CCAB because this disclosure is subject to a potential fine and jail time. Rather, the officer may indicate on their CV that they have been appointed for a three year term to serve on an OCCO Board (name not disclosable).

PROFESSIONAL ORGANIZATIONS

List the professional organizations with which you are currently associated and your status within the organization, i.e., member, associate, chairman, etc. List any past assignments (e.g., past president 2004); current assignments (e.g., COA chapter membership committee chairman); or special projects (e.g., organized national convention).

SPECIAL SKILLS

List any skills that may be of value to the PHS. Be sure to indicate your ratings in these skills. For example: Speak Spanish with a State Department proficiency rating of 4; Certified SCUBA diver; Licensed private pilot; Certified Level III Water Treatment Operator in the State of Maine; Expertise in SAS, Oracle, or Lotus Software; Amateur Radio License.

CIVIC AND COMMUNITY ACTIVITIES

List all current community/civic activities, e.g., Boy Scout Troop Master; chairman of a church committee; president of the local chapter of the Sierra Club.

PUBLICATIONS, PRESENTATIONS, AND PATENTS

List publications in reverse chronological order noting the author(s), title, journal, volume number, page, and date published. For presentations, list the title, the occasion (e.g., conference), city, and date. For patents, list the inventor(s), name of invention, patent number, and date.

FORMAT

The format of your CV can conform to your own individual style as long as it is easy to read and the information given is easy to find. Your CV should always be typed. It is desirable that your CV be brief and succinct. The CV Coversheet highlighting education, licensure, experience and professional affiliations is adequate as an informal introductory document. A more detailed format should be used for the CV that you put in your OPF or when submitting job applications.

You should strive for consistency throughout the document. Do not change the way you present information mid-stream as this will make it difficult for the reader to find things in different parts of the CV. Remember, you are selling yourself to your audience. Therefore, you want to catch their eye and create interest in who you are. Your audience will lose interest before they glean your salient characteristics if your CV is excessively long or confusing. For example, always put dates to the left or right, rather than on the right for awards, on the left for position descriptions and within the text on other items. Another example is to use the same format to present job descriptions throughout, i.e., duties, accomplishments.

The following are some format and style suggestions.

1. Use 12 pt font size and Arial, Times New Roman or Courier font types for ease of reading.
2. Use 1-inch margins on top, bottom and sides.
3. Use **bolding** to highlight section headings to help them stand out. Do not use bolding within the narrative text because it is more difficult to read and it breaks up the text.
4. Do not use contractions or informal language even if you know the reader. Keep it professional.
5. Spell check your CV.
6. Make sure the CV date is current.
7. Make sure that your rank, name, PHS serno, and page number, e.g., 3 of 5 is indicated on each page.
8. Obtain feedback from one or more persons you trust to review your CV for readability, content, and appearance.

The workgroup developed three CV templates (Sample CV #1, Sample CV #2, and Sample CV #3). Based on information gathered by the workgroup, **Sample CV #1** is recommended for submission to promotion boards. All three CVs templates were sent to a group of senior PHS commissioned officers (at least temporary 0-6) for review. Most of these senior officers selected **Sample CV #1** as the preferred format. Links to the other CV formats are also included because they may be more appropriate for the officer in other situations such as when seeking a new assignment.

INSTRUCTIONS FOR SUBMITTING LICENSES AND CVs TO THE OPF

Documents FAXed directly to the OPF should only be CVs and similar text documents that originate outside of DCP (training summaries, letters of appreciation, etc.). **DO NOT SUBMIT COPIES OF COERS, OISs, PIRs, PUBLISHED ARTICLES, PHS AWARDS, OR PHOTOGRAPHS FOR INCLUSION IN YOUR OPF. THEY WILL BE DISCARDED UPON RECEIPT!** Licenses, or other documents with specific expiration dates, should not be sent directly to the electronic OPF, as they are not entered into the data tracking system at this time. (This differs from the information in the letter sent to promotion eligible officers, but we learn by experience sometimes.) Please FAX license type documents to: 240-453-6142 and all other documents to: 301-480-1436 or 301-480-1407.