

Appendix A

INTRODUCTION

A curriculum vitae (CV) is a summary of one's employment experience and personal history. The CV may be used: (1) to apply for engineering positions, and (2) for Commissioned Officers, to provide summary documentation in your Official Personnel Folder (OPF). When preparing a CV, think of yourself as on a stage alone presenting yourself to an audience. It is good practice to review your CV annually so you always have your milestones reasonably documented and you can easily update that information when someone requests your CV.

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 "Cliff Note" fashion (more than two pages in length depending upon the stage of your career).

CVs are very important for Commissioned Officers. It is the only chance an Officer has to educate the promotion board on what he or she has accomplished in his or her career. By pulling all critical information into one location, the Officer can try to make sure the promotion board members are aware of what he or she has done.

PRESENTING YOURSELF

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, 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.

THE AUDIENCE

Over your career, a wide variety of people will have the opportunity to review your CV. These people will include, but not be limited to:

- Promotion and assimilation boards,
- Those involved in personnel actions, e.g., filling vacancies, billet or position descriptions, and special assignments;
- Potential employers;
- Boards or committees that you may participate in; and
- Those who are writing awards or similar nominations.

Make sure the information is relevant to the issues important to those who are reviewing your CV.

Any Commissioned Officer who is in line for a promotion should have an updated CV in his or her OPF by December 31 prior to the promotion cycle. Promotion Boards do not rate an Officer highly if there is not a CV in the OPF or if the CV is not current.

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.

CONTENT

Your CV is the most important document for obtaining an overview of you as a person and a professional.

As a minimum your CV should contain:

- 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
- Special skills
- PHS support activities
- Participation in professional organizations
- Civic and community activities
- List of publications, presentations, and patents using standard reference style format

Your CV should highlight:

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

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)

Education

Include all college degrees that you hold, the name of the college or university, 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), Certified Safety Professional (CSP). Indicate for how long you have had the registration or certification (e.g., since 1987). **(Make sure a copy of all your renewals is included in your OPF.)**

EXPERIENCES

List all appropriate professional experience. Although you should limit the list to actual permanent assignments, you may want to include any assignment in an acting capacity over 90 days.

List every permanent position you have had 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.”

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) 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., ASCE or WEF). **(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 call-to-active-duty boards; revitalization committees; a Surgeon General's Ad Hoc Committee; the EPAC.

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 1987); 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 Oracle and 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. A one page summary highlighting education, licensure experience and professional affiliations is adequate as an informal introductory document. (See attached sample). A more detailed format can be used for your OPF or in job applications.

Commissioned Officers may wish to include a one page summary cover sheet if they use the promotion precept headings to organize the information in their CV. Because the promotion precepts can change, contact the Division of Commissioned Personnel to verify current precepts before submitting this page of your 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.

WHERE TO SEND YOUR CV

Send your CV to the office that has your official personnel file (OPF). For Civil Service engineers, that would be the Area, Regional, or Headquarters Personnel Office. If you are a commissioned officer, visit the DCP website at <http://dcp.psc.gov> to determine the proper procedures for faxing your CV to your OPF.

EXAMPLE OF ONE-PAGE SUMMARY CURRICULUM VITAE

JOHN Q. ARCHITECT, AIA

January 2003

PROFESSIONAL REGISTRATION Architect, State of Maryland (Since 1983)
State of California (Since 1987)

EDUCATION **Bachelor of Architecture Engineering**
University of California 1979
Master in Public Administration
George Washington University 1994

WORK EXPERIENCE

6/98 to Present **Director (O-7 Billet)**
Office of Engineering Services
Public Health Service, Region X
Seattle, TX

11/95 to 6/98 **Branch Chief (O-6 Billet)**
Eastern A/E Branch
Office of Engineering Services
Public Health Service, Region VI
Dallas, TX

8/93 to 11/95 **Section Manager (O-5 Billet)**
Division of Engineering Services
National Institutes of Health
Bethesda, MD

3/91 to 8/93 **Project Architect (O-4 Billet)**
Health Facilities Planning and Construction
Indian Health Service
Rockville, MD

2/88 to 3/91 **Team Leader (Equivalent to GS-13)**
Rudolph & Associates
Rockville, MD

4/85 to 2/88 **Project Architect (Equivalent to GS-11)**
The Architects Group
Washington, DC

8/83 to 4/85 **Architect (Equivalent to GS-9)**
Design Collaborative
Washington, DC

8/82 to 8/83 **Intern Architect**
RGB Associates
Los Angeles, CA

6/79 to 8/81 **Intern Architect**
Williams & Williams Architects
Los Angeles, CA

PROFESSIONAL AFFILIATIONS American Institute of Architects, Seattle Chapter
PHS Engineer Professional Advisory Committee

EXAMPLE OF A CV COVER SHEET FOR COMMISSIONED OFFICERS

PHS #99123

CDR ERNEST T. ENGINEER

JANUARY 2003

Career Progression

Assistant Construction Branch Chief (O-5 Billet)	January 2000 - present
District Engineer (O-4 Billet)	June 1998 - December 1999
Environmental Protection Specialist (O-4 Billet)	April 1995 - May 1998
Staff Engineer (O-3 Billet)	July 1992 - March 1995
Field Engineer (O-2 Billet)	July 1990 - June 1992

Assignment or Geographic Mobility

Indian Health Service, Phoenix, Arizona	June 1998 - present
EPA Region 8, Denver, Colorado	April 1995 - May 1998
National Institutes of Health, Bethesda, MD	July 1992 - March 1995
Indian Health Service, Bemidji, MN	July 1990 - June 1992

PHS Awards

Commendation Medal	September 2002
Exceptional Capability Promotion	January 2000
Achievement Medal	September 1996
Unit Commendation	February 1995

Other Awards and Recognitions

Hollis Medal, Society of American Military Engineers	May 2002
Colorado Junior Engineer of the Year	May 1997

Career Potential

Regular Corps Assimilation, October 2001
Registered Professional Engineer, Colorado, 1995
4 professional publications
2-week Special Assignment to Virgin Islands, Hurricane Georges, 1997
Diplomate, American Academy of Environmental Engineers, 2002
Vice President, COA, Phoenix Chapter, 2001