

## Guidelines for Organizing your CV

Most academic institutions provide guidelines for organizing your CV. If you do not have access to such guidelines or do not practice in an academic institution, the following may be helpful to you in the preparation of your CV as part of your application to the AAST.

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1. Name:

2. Office Address:

Telephone:

Fax:

3. E-mail Address

4. Citizenship:

*[Include visa status, if applicable]*

5. Current Titles and Affiliations:

a. Academic appointments:

I. Primary appointments:

*[Title, institution, date of appointment]*

II. Joint and secondary appointments:

*[Title, institution, date of appointment]*

b. Clinical appointments:

*[Division director, laboratory director, etc.; institution; date of appointment]*

c. Other administrative appointments:

*[Graduate program director, etc.; institution; date of appointment]*

6. Previous Academic and Professional Appointments:

*[Year(s), appointment, institution]*

7. Previous Administrative and/or Clinical Appointments:

*[Title; institution; year(s)]*

8. Licensures/Boards:

*[Include license number and date issued]*

9. Specialty Boards:

10. Education:

*[In chronologic order; year, degree, institution, supervisor]*

11. Postgraduate Training:

*[Location, supervisor, dates]*

12. Military or Government Service:  
*[Dates]*

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13. Committee Memberships:

- a. National and International:  
*[Committee, office held if any, year(s)]*
- b. Regional and State:  
*[Committee, office held if any, year(s)]*
- c. Institutional  
*[Committee, office held if any, year(s)]*

14. Editorships and membership on Editorial Boards:  
*[Publication, year(s)]*

15. Ad Hoc Manuscript reviewer:  
*[Publication, year(s)]*

16. Honors and Awards:  
*[Name, year(s)]*

17. Society Memberships:  
*[Society, office held if any, year(s)]*

18. Clinical Service Contributions:  
*[Significant accomplishments]*

19. Lectures and presentations (please do not include routine institutional teaching lectures)

- a. International, invited
- b. National, invited
- c. Regional, invited

20. Bibliography:  
*[Chronologic order: authors, year, title, journal, volume, complete page numbers]*

- a. Published and accepted research articles (clinical, basic science, other) in refereed journals:
- b. Manuscripts submitted:
- c. Review articles:
- d. Symposium contributions:
- e. Book chapters:
- f. Books edited and written:
- g. Book reviews:
- h. Manuals, videos, computer programs, and other teaching aids:
- i. Other publications:  
*[May include published abstracts]*