**Weill Cornell Medical College, Cornell University**

**Non-Faculty Academic Staff Curriculum Vitae Template**

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| --- |
| When preparing the WCM CV template, below, please keep the following in mind: * Retain the format of the CV template throughout; please do not delete a section or a subsection within a section if it does not apply to you unless specifically instructed to do so;
* If you have no information to enter in a section of the CV, enter “Not Applicable” or “N/A”;
* Please do not delete or modify numbering or lettering of the various sections or subsections;
* You may list entries in either chronological order or reverse chronological order, but the style chosen should be used throughout all sections of the CV;
* Only include an item or activity **once** in the CV, even if it may apply to more than one section;
* “Local” refers to the home institution; “regional” refers to city, state and nearby states;
* Define **abbreviations** when first used within each section;
* Carefully proof for typos and format inconsistences;
* List dates in the prompted format, i.e., if prompted for mm/yyyy, please record 04/2022;
* You may delete all instructional information or prompts that are in *italics*;
* Upon completion, **please delete this instruction box** (right click, select “delete rows”), **date** and **sign** the CV with either an encrypted signature or high-quality scanned signature.
 |

**Name**:

**Signature**:

**Date of Preparation**:

1. **PERSONAL DATA**

|  |  |
| --- | --- |
| Office address: |  |
| Office telephone: |  |
| Work email: |  |
| Home address: |  |
| Cell phone: |  |
| Personal email: |  |
| Is your eligibility to work in the U.S. based on an employment visa?: | Yes/No |
| If yes, please provide Visa type (Example: J-1, H-1B, E-3, TN, etc.):  |  |

1. **EDUCATION**

**Academic Degree(s)** (*Bachelor’s and higher)*

|  |  |  |  |
| --- | --- | --- | --- |
| Degree, include field of study | Institution*, city and state* | Dates attended(mm/yyyy-mm/yyyy) | Year Awarded |
|  |  |  |  |

**Other Educational Experiences** *(i.e., certificates, etc)*

|  |  |  |
| --- | --- | --- |
| Description | Institution*, city and state* | Dates attended (mm/yy – mm/yy) |

1. **POSTDOCTORAL TRAINING** *(include residency/fellowships)*

|  |  |  |
| --- | --- | --- |
| Title, include area of training | Institution*, city and state* | Dates *(mm/yy - mm/yy)* |
|  |  |  |

1. **PROFESSIONAL POSITIONS & EMPLOYMENT**

**Academic appointments** *(Teaching and research, i.e. Instructor, Assistant Professor, etc.)*

|  |  |  |
| --- | --- | --- |
| Title | Institution*, city and state* | Dates *(mm/yy - mm/yy)* |
|  |  |  |

**Hospital Appointments** *(Clinical, i.e., Assistant Attending, Attending, etc.)*

|  |  |  |
| --- | --- | --- |
| Title | Institution*, city and state* | Dates *(mm/yy - mm/yy)* |
|  |  |  |

**Other Professional Positions & Employment** *(Industry, private practice, etc.)*

|  |  |  |
| --- | --- | --- |
| Title | Institution*, city and state* | Dates *(mm/yy - mm/yy)* |
|  |  |  |

1. **INSTITUTIONAL/HOSPITAL AFFILIATION**

|  |  |
| --- | --- |
| Primary Hospital Affiliation: |  |
| Other Hospital Affiliations: |  |
| Other Institutional Affiliations: |  |

1. **EMPLOYMENT STATUS**

**Name of Current Employer*(s)*:**

**Current Employment Status:** (*Please* *choose one, list here, delete the others.*)

Full-time salaried by Weill Cornell

Full-time salaried by Cornell-affiliated hospital

Part-time salaried by Cornell (show percentage of full time effort, e.g., 50%)

Part-time salaried by Cornell-affiliated hospital (show percentage of full time effort, e.g., 50%)

Voluntary (self-employed or member of a P.C.)

Other salaried

Other non-salaried

Sessional Weill Cornell

If not currently employed by Weill Cornell Medicine, do you anticipate being employed by WCM?

1. **BIBLIOGRAPHY**

*Entries should follow standard journal format, listing all authors, complete titles and inclusive pagination.*

***Bold your name*** *wherever it appears in the author list.* ***Publications may be annotated to indicate the important role(s) of the candidate (leadership of a site, or methodology, etc.) that may not be apparent from the author order****. Indicate if you are a co-first-author or co-senior author with an annotation*.

*Number the entries**in* ***chronological*** *or reverse chronological order. Use the following categories:*

1. Peer-reviewed Research Articles:
2. Reviews and Editorials:
3. Books:
4. Chapters:
5. Non-peer-reviewed Research Publications:
6. Case Reports *(optional, or list 10 best)*:
7. In review *(manuscripts submitted or in preparation – list separately)*:
8. Abstracts *(optional, list 10-20 best or most recent only)*:
9. Other *(media, podcasts, etc.)*: