

SAMPLE CURRICULUM VITAE (CV): All directions are highlighted in *italics*.

Curriculum Vitae
Name and credentials
Mailing address
Phone number
Email address

Education

Include institutions, degrees, dates degrees conferred and field(s) of study. Can place in table format, example:

Institution	Degree	Date Conferred	Field(s) of Study
Oxford University	BSN	1952, June	Nursing
Harvard University	MS	1975, December	Public Health
Case Western University	PhD	2001, June	Nursing

Certifications and Licensure

Provide prior and current certifications and licensure # in all states licensed

Professional Experience

All applicable professional experience (do not include high school and college work unless related to your profession). Include the dates employed, the institution and your title/position. Do not list "job duties," may have separate sections for academic and clinical positions. Can place in table format, example:

Dates	Institution and Location	Academic Position
August 2004-present	University of Kentucky College of Nursing, Lexington, KY	Associate Professor

September 1995-June 2004	Case Western University School of Nursing, Cleveland, OH	Assistant Professor
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Dates	Institution and Location	Clinical Position
August 2004-present	University of Kentucky Chandler Medical Center, Lexington, KY	Acute Care Nurse Practitioner, Faculty Practice
September 2000-June 2004	University Hospital Medical Intensive Care Unit, Cleveland, OH	Acute Care Nurse Practitioner
May 1995-June 2004	University Hospital Medical Intensive Care Unit, Cleveland, OH	Staff Nurse

Awards and Honors

List all professional awards and honors and the year conferred.

Research Activities and Research Funding

List all research activities and funding including the inclusive dates, the title of the research study, the funding agency, your role, funding amount, assigned grant numbers if applicable. Can place in table format, example:

<i>Dates of investigation</i>	<i>Title and assigned grant number Funding Agency, Role, (funding amount)</i>
September, 2003-June 2008	A cognitive behavioral intervention to improve medication adherence in chronic heart failure DHS, NIH, NINR 1R01 NR06745-01, PI, (\$1,687,704).

Research Presentations

*All research presentations including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *). Can place in table format, example:*

<i>Date of presentation</i>	<i>*(if peer reviewed). Title of presentation, type of presentation (poster, paper), Program title, organization sponsoring program, location of program.</i>
May, 2007	*Psychometric properties of the Alaska-Alabama Behavioral Inventory. Poster presentation. Heart Failure Society of Eastern Europe, Istanbul, Turkey.

Publications

Indicate whether peer reviewed, use consistent reference format, may bold your name. Use subdivisions for ease of reading and identifying types of publications:

Journal articles

Dough, J., & Smith, J.D. (2007). The effect of a biofeedback intervention on autonomic tone in patients with heart failure. *Circulation*, 465(3), 1121-1130.

Book chapters, Reports, Monographs, Protocols

Dough, J., & Smith, J.D. (2007). Pulmonary hypertension. In Moser, D.K., & Riegel, B. (Eds.). *Cardiac nursing: A companion to Braunwald's heart disease*. St. Louis: Elsevier

Published Abstracts

Dough, J., & Smith, J.D. (2007). The effect of biofeedback on autonomic tone in patients with NYHA IV heart failure. *Journal of Cardiac Failure*, 14(4), S105.

Educational Presentations

*All educational presentations that you present including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *). Can place in table format as with Research Presentation (see above).*

Editorial Service

Manuscript reviewer – include years you have provided this service and name of each journal; Editorial board membership – include years of appointment; Book reviewer – title of book and publisher, year of review

Professional Memberships

Membership in professional organizations including years of membership

Professional Service

Offices held in professional organizations; Abstract reviewer for programs or organizations including the organization title, the program title and the year; Grant reviewer including the organization(s), dates of review, study section name and number when applicable; Professional service appointments including organization and dates of appointment; Scholarship reviews for organizations including organization name and dates; Professional Board membership including dates of service; Can place in table format, example:

<i>Date(s)</i>	<i>Service provided, organization served</i>
January, 2007	Abstract reviewer, 18th International Nursing Research Congress Focusing on Evidence Based Practice, Sigma Theta Tau, International (11 – 14 July 2007).

Academic Service

Teaching

Courses taught credit hours of each course and date can place in table format, example:

<i>Quarter or Semester, Date</i>	<i>Course title and number, credit hours</i>
Autumn, 2007	Nursing 850, Advanced Research Methods. 5 credit hours

Academic Service

Committee service including role (member, chair), dates of service, name of committee. Task Force membership, role and dates of service. Student committee work including type of

committee (doctoral, masters), role (member, advisor), dates of service, student name and title of thesis or dissertation. Can place in table format, example:

<i>Dates</i>	<i>Committee Name</i>	<i>Role</i>
September 2010-present	PhD Committee	Chair
September 2004-July 2006	Diversity Committee	Member

Community Service

Community Board service including dates of service and name of board Community activities.