

## **GENERAL INFORMATION**

Name with degrees (professional and postdoctoral and board certifications), PHS number, current mailing address (home or work – your choice), current telephone number and e-mail address, current rank (temporary and permanent)

## **ACADEMIC TRAINING AND EDUCATION**

- \*Undergraduate Education – degree, major, date, institution
- \*Graduate Education – degree, subject, date, thesis or dissertation title (if applicable), institution
- \*Postgraduate Education – Non-degreed residency program(s), e.g., laboratory animal medicine or pathology, and/or other advanced/specialized expertise programs
- \*Board Certification – Board name, year(s) (range) of certification

## **LEADERSHIP AND MANAGEMENT TRAINING AND EXPERIENCE**

- \*Advanced public health course work or succinct summary of relevant public health experience
- \*Leadership, management, or career development courses & training (e.g., EIS, etc.)
- \*Succinct summary of relevant leadership experiences

## **PROFESSIONAL EXPERIENCE**

- \*List all PHS positions, significant TDY assignments, and other appropriate professional experience outside of PHS.
- \*List in reverse chronological order starting with your current position.
- \*Include the following information: dates, position title, agency, location, billet title and rating, duties and responsibilities.
  - Each description should demonstrate your progression in responsibility, ability and independence (can be represented by number and type of people supervised and their civil service grade or Corps rank, amount of money you controlled )
  - Each description should include your major accomplishments and their overall impact on public health, quantified whenever possible.
  - Brevity is stressed and can be facilitated with bullet statements or short sentences.

## **READINESS RESPONSES**

- \*List by “name” of event and date range of time spent supporting the response.
- \*Give a **brief** description of your involvement with the response and any special attributes, recognition, etc. that highlight your contributions during the response.

## **PHS SUPPORT ACTIVITIES**

- \*List activities and dates: VetPAC involvement, Associate Recruiter program or other recruiting endeavors, mentoring activities, BOTC/IOTC, other PHS CC activities (e.g., color guard, ensemble, aide-de-camp, commissioning boards, etc.).

## **AGENCY SUPPORT ACTIVITIES (A.K.A. COLLATERAL ACTIVITIES)**

- \*List mission-related, collateral activities, responsibilities, and dates.

## **PROFESSIONAL ORGANIZATIONS/ACTIVITIES**

- \*Organization name; affiliation (i.e. member, board of director, etc.); other participation (i.e. committee name, special projects, and position held or journal editing/reviewing); dates of involvement.

## **AWARD/HONOR HISTORY**

\*For ALL provide name of award, date awarded or recommended (if pending), a **brief, one line** description of the activity/purpose for the award.

- \*Within each category, list by individual to unit, highest to lowest, and reverse chronological order.
  - PHS Honor Awards
  - PHS Service Awards
  - Non-PHS Honor Awards: Include name of presenting organization, i.e. military branch
  - Other Honors: May include exceptional proficiency promotions, academic appointments, fellowships, etc.

**STATE LICENSURE, CERTIFICATION**

- \*State Licensure(s): State, expiration date.
- \*Certifications/Credentials: Provide name and year of training/certification. Examples:, EMT, HAZMAT ATLS, Foreign Animal Disease Training, USDA Accreditation.

**CONTINUING EDUCATION**

- \*List professional meetings or other training that contributed to at least 18 hours of CE for each year
- \*State course/meeting/organization name, year of attendance, CE credits
- \*Focus on the **most recent 5 years**
- \*Can list other relevant continuing education that did not provide official CE units.

**(SELECTED) PRESENTATIONS/POSTERS/ABSTRACTS**

- \*Consider separate subsections for presentations, posters, abstracts.
- \*For presentations, list the title, the occasion, (e.g., conference), city, date, and “invited” if applicable.
- \*List only “**selected**” work that highlights career progression and/or **five most recent years** of career.

**PUBLICATIONS**

- \*List all journal publications in reverse chronological order noting the author(s), title, journal, volume number, page, and date published. **Bold** your name.

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**FORMAT & STYLE SUGGESTIONS**

*For ease of reading by reviewers*

- \*Use 12 pt font size and Arial, Times New Roman or Courier font.
- \*Use 1 inch margins on top, bottom and sides, exclusive of page header.
- \***BOLDING Tips: Do use it to highlight section headings to help them stand out. Don’t use for narrative text.**
- \***BULLET statements are encouraged, but should be coherent.**

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**For further guidance consult with a mentor in the PHS Veterinary Category**