

## Preparing an AAMC Curriculum Vitae (CV)

### Purpose of the AAMC CV

- Standardized format used in academic medicine for appointment and promotion review.
- Organized to demonstrate impact across education, research, clinical care, and leadership.
- Structured to support evaluation by promotion and tenure committees

### Core Sections

- Identifying Information (name, rank, department, contact information).
- Education and Training (degrees, postdoctoral training, fellowships).
- Certification and Licensure (board certifications, state licenses).
- Academic and Professional Appointments (clearly indicate rank and dates).
- Publications (separate peer-reviewed from non-peer-reviewed; bold your name).
- Grants and Contracts (indicate role, funding amount, and dates).
- Teaching Activities (courses, curriculum development, mentorship, CME).
- Clinical Activities (scope of practice, innovations, quality improvement).
- Service (institutional, regional, national, international).
- Honors and Awards.

### Strategic Preparation Tips

- Use promotion language that highlights leadership and impact.
- Be explicit about your role in grants, publications, and initiatives.
- Separate administrative leadership from academic appointments.
- Align your CV with your faculty track expectations.
- Maintain consistent formatting and reverse chronological order.

### Common Mistakes to Avoid

- Mixing peer-reviewed and non-peer-reviewed publications.
- Failing to clarify scope or leadership role.
- Not separating funded vs. submitted grants.
- Underreporting teaching effort or mentorship impact.
- Inconsistent formatting.