

“Crafting Your CV Narrative”

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Crafting Your CV Narrative

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Narrative Report: Purpose

- To provide a concise description of your major contributions and achievements to those outside of your immediate field
 - Written in the first person
 - Limited to 500 words
 - Provide the facts... without boasting

Narrative Report: Structure

- Opening paragraph
- A paragraph on your area of excellence
- A paragraph on your teaching and education
- A paragraph on each of your significant supporting activities
- A concluding paragraph (summary)

Opening Paragraph

- Provide an overall summary of your major activities and achievements
 - Include an estimate (proportion) of your effort dedicated to:
 - teaching
 - research
 - clinical service
 - administrative activities
 - other relevant professional roles

Paragraph 2: Your Primary Area of Excellence

- Describe your achievements in your area of excellence (be it investigation, teaching and educational leadership, or clinical expertise and innovation)
 - Describe work in progress, e.g., grants and manuscripts

Paragraph 3: Teaching and Education

- Describe your teaching, educational efforts, and mentorship activities
 - Not necessary to include this paragraph if this is your primary area of excellence

Paragraphs 4-6: Significant Supporting Activities

- Describe your efforts and achievements in investigation, clinical care, and administration in separate paragraphs

Concluding Paragraph: Summary

- Integrate and summarize your contributions (already described)

Practicum on Writing the Narrative

- Identifying your area of expertise and supporting areas
- Drafting the paragraphs
- Templates for narratives...

Sample...Introduction

- I am a XXX who specializes in the care of XXX.
- After completing my training in XXX at XXX I joined the faculty at MGH and HMS, where I provide clinical care, supervise trainees, administer a clinic, and conduct research on XXX to enhance our knowledge and the quality of patient care.

Sample- Area of Excellence: Clinical Expertise and Innovation

- My clinical interests and expertise revolve around the practice of XXX.
- Since XXXX I have been actively involved in clinical work, providing treatment for patients afflicted with XXX; I receive referrals from colleagues locally, regionally, and nationally.
- The program that I created has grown and now evaluates and treats XXXX patients each year and serves as a core training experience for XX medical students, residents, and fellows each year.

Sample Paragraph: Teaching

- I have been actively involved in teaching and supervision of medical students and residents since I joined the MGH/HMS faculty.
- In addition, I lecture regularly in the HMS course on XXX in the third-year.
- I am currently organizing a new course on XXX that will be offered to medical students, residents, and fellows, covering the evaluation and care of patients with XXX.

Sample: Supporting Activity

- In addition to providing administrative oversight, clinical care, and teaching, I have been conducting clinical research on XXX. I have received funding from the NIMH (e.g., an RO1 grant) that aims to determine XXX.
- I currently have under review a grant that proposes to study XXX.

Sample: Summary

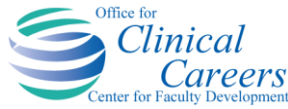
- Since my appointment as XXX at HMS I have endeavored to provide excellent clinical care, administrative oversight, and teaching, while also conducting clinical trials in my area of clinical expertise.
- Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regard texts), my clinical research, and my involvement with professional societies I have sought to improve the care for patients with XXX.

Narrative Creation: Interactive Workshop

- What do you do?
 - Let's write it down...

Thank You...

- Contact information:
 - Center for Faculty Development
 - Bulfinch 370
 - 617-724-0818
 - [www2.massgeneral.org/faculty development](http://www2.massgeneral.org/faculty%20development)
 - cfid@partners.org



CV Narrative Template

Introduction

I am a X who specializes in the care of X. After completing my training in X at X I joined the faculty at MGH and HMS, where I provide clinical care, supervise trainees, administer a clinic, and conduct research on X to enhance our knowledge and the quality of patient care.

Area of Excellence - Clinical Expertise and Innovation

My clinical interests and expertise revolve around the practice of X. Since X I have been actively involved in clinical work, providing treatment for patients afflicted with X; I receive referrals from colleagues locally, regionally, and nationally.

The program that I created has grown and now evaluates and treats X patients each year and serves as a core training experience for X medical students, residents, and fellows each year.

Teaching

I have been actively involved in teaching and supervision of medical students and residents since I joined the MGH/HMS faculty. In addition, I lecture regularly in the HMS course on X in the third-year. I am currently organizing a new course on X that will be offered to medical students, residents, and fellows, covering the evaluation and care of patients with X.

Supporting Activity- Investigation

In addition to providing administrative oversight, clinical care, and teaching, I have been conducting clinical research on X. I have received funding from the NIMH (e.g., RO1 grant) that aims to determine X. I currently have under review a grant that proposes to study X.

Summary

Since my appointment as X at HMS I have endeavored to provide excellent clinical care, administrative oversight, and teaching, while also conducting clinical trials in my area of clinical expertise.

Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regard texts), my clinical research, and my involvement with professional societies I have sought to improve the care for patients with X.



CV Narrative Template

Introduction

I am a X who specializes in conduction research on X. After completing my training in X at X I joined the faculty at MGH and HMS, where I conduct clinical/translational research on X and provide clinical care related to X to enhance our knowledge.

Area of Excellence - Investigation

I have been conducting clinical/bench/translational research on X since X. I have received funding from the NIH (e.g., RO1 grant) that aims to determine X. I currently have under review a grant that proposes to study X.

Teaching

I have been actively involved in teaching and supervision of research fellows, research assistants and graduate students since I joined the MGH/HMS faculty. In addition, I lecture regularly in the HMS graduate course on X. I am currently organizing a new graduate course on X that will be offered to graduate students in the next academic term.

Supporting Activity- Clinical Expertise and Innovation

My clinical interests and expertise revolve around the practice of X. Since X I have been actively involved in clinical work, providing treatment for patients afflicted with X; I receive referrals from colleagues locally, regionally, and nationally.

The program that I created has grown and now evaluates and treats X patients each year and serves as a core training experience for X medical students, residents, and fellows each year.

Supporting Activity – Administration and Institutional Service

The program that I direct is comprised of X staff. In addition, I chair several committees (e.g. X).

Summary

Since my appointment as X at HMS I have endeavored to conduct clinical trials/bench research, deliver excellent clinical care, teach and provide administrative oversight.

Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regarded texts), my clinical/bench research, and my involvement with professional societies I have sought to improve the care for patients/for problems related X.