



U.S. Public Health Service Nursing Tip of the Month November 2018 CV & Promotion



"Mr. Jones, your CV is excellent!!!. I am recommending you for the CEO position"

Career Development Resources

Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include but are not limited to: Commissioned Officers' Effectiveness Report (COER); Promotion Information Report (PIR); curriculum vitae; the Officer's and Reviewing Official's Statements; award narratives; and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed.

Ideally, you should begin preparing your FY 2019 NURSE Category CV several months in advance of the due date. This period will allow for reflection, revisions, and feedback. We suggest that you distribute your FY 2019 NURSE Category CV to officers within the NURSE Category for their comments regarding clarity of message, demonstrated impact, etc.; including officers outside of your Agency. Also, the Career Development Resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers serving in similar roles, etc.) provided by the PACs, agency liaisons, Division of Commissioned Corps Personnel and Readiness (DCCPR), and the CPOs should be explored and fully utilized by all officers. Click to review the [Career Development Resources](#) page. Additionally, take advantage of the N-PAC Mentoring Program. To request a Mentor to review your CV, click: [Request a Mentor](#)

As you develop (or edit) your FY 2019 NURSE Category CV, there are several very important factors that you need to keep in mind.

- Focus on *Impact* in your job description:** As an officer, it is important that you demonstrate how your activities and accomplishments have made an impact to your agency, the people you serve, or to public health in general. An impact statement summarizes in lay terms, the difference your efforts have made. [Pages 4 and 5 provide details and examples.](#)
- Be concise:** The Promotion Board has a limited amount of time to review a single application package per candidate. The reviewer needs to be able to review your materials and quickly discern the important details.
- Concentrate on consistency throughout the document:** Make sure your format is consistent throughout the document. Do not change the way you present information mid-stream as this will make it difficult for board members to follow.
- Use action verbs rather than passive verbs at every opportunity:** Whenever you are describing your duties, accomplishments and impacts or other characterizations of yourself in the CV, try to use action verbs as these convey an active rather than passive officer.
- Format:** All entries should be in reverse chronological order in all sections unless otherwise noted below in Section Title Instructions. Please use the Sample FY 2019 NURSE Category CV as a guide for formatting and content. Basic format items required are described on [page 6](#).

For current CV examples, click: [2019 CV PDF Sample](#) or [2019 CV Word Doc Sample](#). For CV instructions, click: [PDF CV](#) or [Word Doc CV](#)

You will also need to complete your [Officer's Statement \(2018\)](#) and submitted into your eOPF by the officer. Starting this year, your [Reviewing Official's Statement \(2018\)](#) will be added as part of a consolidated online Commissioned Officer Effectiveness Report (COER). The [COER Instructions](#), [Promotion webpages](#) and [COER webpages](#) have been updated to reflect the final changes to the COER and ROS.

The ROS is only required for officers who are eligible for promotion in 2019. ROS comments are *optional* for all other officers. Commissioned Corps Liaisons will perform a final review to ensure completeness of the 2018 COER. Click [Liaisons](#) for contact information.

The benchmark recommendations will change as the Commissioned Corps continues to evolve. New for 2019 is that Mentoring is added to the Professional Contributions & Services to the PHS Commissioned Corps (Officership) benchmark category.

For details, click: [2019 Nurse Benchmarks](#).

Point of contact: CAPT Casey Hadsall, CDR Jonathan Paulsel, CDR Malini Krishnan and LCDR Anastasia Hansen for the

Tip of the Month Workgroup, N-PAC Career Development Subcommittee.

TO REQUEST A MENTOR

PHS-NURSE LIST SERV