

CV AND CV COVERSHEET GUIDELINES

Engineer Professional Advisory Committee

Career Development Subcommittee

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A curriculum vitae (CV) is an overview of your career that summarizes your experience and other qualifications. The CV may be used for a variety of purposes including review by a promotion board and for applying to job vacancies. It may also be used by someone who is submitting an award for you, or by someone who may be looking for specific expertise for a special assignment. Therefore, you may need to prepare more than one CV depending on the target audience and its intended use.

A CV is not a résumé. A CV contains more detailed information than a résumé. A résumé is typically a short summary (one or two pages) of your career, while a CV is your career story that includes more detailed information (can be several pages in length depending upon the stage of your career).

A CV is very important because it pulls all of your critical information into one location. It is the only opportunity that an officer has to educate the promotion board on his or her accomplishments. Thus, format, clarity, grammar, and attention to detail are important when preparing your CV.

Those who review your CV will gain some indication of your judgment by what you document, forget, or fail to disclose. Be informative, but be concise. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive.

Whether you are up for a promotion or applying to a job vacancy, the information in your CV should be in a concise, easy-to-read, and easy-to-find format. This will make it easy for the reviewing official to read your CV and not overlook important information.

Your CV is a living document. You should consider reviewing your CV on an annual basis to ensure that your CV contains all of the “good stuff” and eliminates or minimizes less relevant information as your career progresses. The CV should highlight the information that is most important to those who are reviewing your CV. Update your CV right after achieving accomplishments so that they are not later forgotten. Although it is not required, you should consider submitting an annual update of the CV to your Official Personnel Folder (OPF).

Any Commissioned Officer who is eligible for a temporary or permanent promotion is strongly encouraged to submit an updated CV to his or her OPF by December 31 prior to the promotion cycle. A missing or outdated CV reflects poorly on the Officer and detracts from the remainder of the information that the promotion board reviews.

CV CONTENT

TITLE/HEADING

The heading of your CV should include your name, rank, PHS serial number, and date. Be sure to include month AND day on your CV. Your OPF only maintains the most current version of your CV. So, if you submit a CV to your OPF twice in the same month, the day will be required to make sure that the correct version is saved to your OPF. It is also helpful to include page numbers and category name in your CV.

EDUCATION

List all college degrees that you hold, include the name of the college or university, major or specialty area, and the dates the degrees were awarded. You may also include any extensive training that has allowed you to claim an expertise in certain areas even though you may not have a degree in those areas.

PROFESSIONAL REGISTRATION/CERTIFICATION

List only current professional registrations and certifications, and limit the listing to those that allow you to practice in your field or specialization, such as Professional Engineer (PE), Registered Architect (RA), Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), etc. Indicate for how long you have had the registration or certification (e.g., since 2000) and the current expiration date. (Make sure a copy of all your renewals is included in your OPF)

EXPERIENCE

List all appropriate professional experience. Although you should normally limit the list to permanent assignments, you may want to include any assignment in which you served for more than 90 days in an acting capacity/detail. Your experience should be listed in reverse chronological order starting with your current position. Include dates, position title, billet grade or GS rating, agency, and location. Organize information consistently so that each position description is easily recognized. Describe duties and responsibilities for each position specifically and concisely. A bullet format may be preferable because it allows the reviewer to follow your career progression easily. When describing duties and responsibilities, make sure that career progression from position to position are highlighted. Make sure you clearly indicate levels of responsibility, for example:

“Duties: Directly managed five professional staff; managed a research program of 34 people with an annual budget of \$2.4 million; project manager for three \$1 million construction projects.”

For each position, provide examples of significant accomplishments that you achieved. Also, provide detail regarding the public health impact for each accomplishment, for example:

“Accomplishments: (1) Research program developed new methodology that improves the ability of rescuers to locate trapped miners. (2) The three construction projects provide larger and improved research facilities.”

“Impact: (1) The new rescue methodologies have been implemented and have increased the efficiency of rescue operations. (2) The new research facilities have permitted the staff to conduct 150% more research projects.”

TEMPORARY DETAILS, COLLATERAL ASSIGNMENTS, OR SPECIAL ASSIGNMENTS

Provide the dates and short description of any significant short-term special assignments. Examples are OFRD assignments, short term details to a different organization within your agency, or participation on a state commission over an extended period of time (over a year).

AWARDS AND HONORS

Begin by listing the names and dates of the PHS awards and honors you have received in reverse chronological order. List non-PHS awards and honors separately from PHS awards in reverse chronological order and include the name of the award/honor, the organization and the date. Be sure to include awards or honors given to a project you managed (e.g., IHS Engineer of the Year). (Make sure a copy of the award/honor is in your OPF.)

READINESS

In this section, list readiness status, deployment role, special readiness training, and deployment information.

CAREER OFFICERSHIP

List any official PHS activities in which you were a direct participant. For example: appointment boards, associate recruitment program, mentoring program, EPAC subcommittee member, etc.

PROFESSIONAL ORGANIZATIONS

Chronologically list professional organizations with which you have been associated and your status within the organization (member, associate, chairman, etc.).

PUBLICATIONS, PRESENTATIONS, AND PATENTS

List publications in reverse chronological order noting the author(s), title, journal, volume number, page, and date published. For presentations, list the title, the occasion (e.g., conference), city, and date. For patents, list the inventor(s), name of invention, patent number, and date.

SPECIAL SKILLS

List any skills that may be of value to PHS. Be sure to indicate your ratings in these skills. For example: Speak Spanish with a State Department proficiency rating of 4; Certified SCUBA diver; Licensed private pilot; Certified Level III Water

Treatment Operator in the State of Maine; Expertise in SAS, Oracle, or Lotus Software; Amateur Radio License.

CIVIC AND COMMUNITY ACTIVITIES

List all current community/civic activities that are important to you (Boy Scout Troop Master, chairman of a church committee, president of the local chapter of the Sierra Club, etc.).

CV COVERSHEET

A second document termed the "CV Coversheet" is suggested for presenting CV information in an abbreviated format (no more than two pages) for the specific purpose of highlighting information related to promotion benchmarks/precepts for the promotion board. The CV Coversheet is not a required document for the OPF and can take on any format.

INSTRUCTIONS FOR SUBMITTING CV AND CEU's TO THE OPF

The CV and CV coversheet should be submitted as one document. Remember, the OPF only contains one CV document. When you resubmit, the previous file is overwritten. Therefore, make sure to include the date on your CV, in case you submit your CV more than once in the same month. Submit the CEU summary sheet and certificates separately from the CV. The CEU summary sheet should contain only the current year information. The OPF will maintain up to seven years' worth of summary sheets and certificates.

For more information about CV's, CEU's, and OPF submission guidelines, visit the FAQ page at the CCMIS website:

http://dcp.psc.gov/ccmis/CCMIS_eopf_faqs_m.aspx