

## **Introduction to the Development of the Curriculum Vitae and CV Coversheet**

### Background

The documents described below were prepared by Engineer Professional Advisory Committee (EPAC) workgroups to update the information found in Appendix A of the Engineer's Handbook. A variety of example formats for the curriculum vitae (CV) and CV Coversheet were developed under the concept that there is no "one size fits all" format. Depending on the where the officer is in their career and/or the type of information to be presented, one format may serve the officer better than another. The officer is free to choose any of the formats provided by the EPAC or they may develop their own. That being said, the CV formats underwent screening for content and readability by a group of senior engineer officers. In their opinion, one CV format stood out as being more readable than the others as indicated below.

### Description

The ***curriculum vitae*** (CV) is a summary of your professional experience and capabilities. It describes your educational background, employment history, accomplishments, and special skills and abilities. A CV can be as long or short as needed to serve its intended purpose. Traditionally, it has been used when seeking a new position. The CV also serves as one of the most important documents that can uniquely convey information about an officer to a promotion board. The CV may also be used to identify an officer for a special assignment or activity. This last use is an important reason to keep your CV up-to-date.

A brief summary of the CV which highlights portions of the CV can be beneficial, particularly when the CV is long and/or complex. This summary is termed the "***CV Coversheet***." The officer is encouraged to keep the length of the CV Coversheet to one-page in length whenever possible.

### General Advice

The CV and CV Coversheet should:

1. Be current and in your Officer Personnel File (OPF).
2. Be clear, concise, and easy to read.
3. Be spell-checked.
4. Use Arial, Times New Roman or Courier (12 pt) font for ease of reading.
5. Clearly document the accomplishments and impacts of your efforts.
6. Document what sets you apart as an officer! Remember that the promotion board members have only a few minutes to review each officer.

## Documents

The **General Guidance** section was updated. It provides basic guidance and information about the objectives of a CV and CV Coversheet.

Three **CV Formats** were developed. They are identified as Sample CV #1, Sample CV #2, and Sample CV #3. Sample **CV #1 was recommended as the most readability. This format was considered to be the best one for submission to promotion boards but is not a required format.**

The **CV Coversheet Examples** were revised to incorporate elements of the CV, benchmarks, and precepts to the extent possible in a summary format.

The **Continuing Education Example** spreadsheets illustrate several ways to document your continuing education credits, courses and classes you've attended.

The **FAX Cover Sheet Example** shows a suggested format for the type of information that should be transmitted when faxing your updated CV, CV Coversheet, and Continuing Education Spreadsheet for inclusion in your OPF.

A **Table of All Possible PHS Awards** that can be modified for the individual officer for inclusion in the CV and/or CV Coversheet.

## Periodic Review

These example documents will be periodically reviewed and updated by the EPAC to ensure that the officer is provided with the best available information and guidance for preparing their CV, CV Coversheet, and continuing education.

We welcome your comments and suggestions. Please send them to [EPAC@usphsengineers.org](mailto:EPAC@usphsengineers.org).