

Promotion CV Cover Page General Instructions

- This purpose of the Promotion CV Cover Page is to highlight what you do and the impact you have on your agency, the Public Health Service, and the nation. It is designed to help officers put their best foot forward in a concise, consistent, and meaningful fashion.
- Formatting
 - Be brief and concise. **One page maximum.**
 - Use Times New Roman, font size 11 or 12 pt. Limit margins to 0.5 inch on each side.
 - Use bolding to highlight significant words or achievements but be judicious. If everything is bolded and “important,” then nothing stands out as actually important.
- Questions to consider in developing the Promotion CV Cover Page.
 - How is your work unique? (What makes you stand out from other officers?)
 - What are the impacts of your actions on the mission of the Public Health Service?
 - How have you demonstrated personal and professional growth as an officer through your career?
- Additional guidance
 - Show don't tell. As an example, instead of saying you demonstrate leadership, describe how you lead within your accomplishments and impacts.
 - Substantiate your involvement and/or achievements with documents uploaded in your eOPF (e.g., thank you letter for volunteer service, memo/letter from supervisor acknowledging work during TDY).
 - CE tracking sheets (self-tracked and/or CPE Monitor printouts) must be uploaded to your eOPF. Continue to upload certificate(s) of completion to corroborate certifications listed in your Education, Training, and Professional Development section.

PROMOTION CURRICULUM VITAE COVER PAGE

PHS # XXXXX

Rank, First Name Last Name, Credential

Month Year

PERFORMANCE

The COER and ROS are assessed within this precept; therefore, you should not repeat information presented in either document.

- Highlight significant accomplishments at your current and previous assignments since the date of last promotion, including major publications and presentations.
- Identify the three highest PHS awards earned throughout your career and all PHS and agency/non-PHS awards received since the date of last promotion.

EDUCATION, TRAINING, and PROFESSIONAL DEVELOPMENT

Provide a brief statement about what you are doing/have done to increase your knowledge and skills beyond the qualifying degree/credential **and** the relevance for your current job, the PHS mission, and/or career progression.

- List qualifying credential, additional credentials in order of importance for your category (highest first), and formal public health and/or leadership training completed since the date of last promotion. For credentials in progress, include percent (%) completed and/or number of credits, and projected date of completion.
- Describe accomplishments/impacts, since the date of last promotion, related to teaching, planning, developing, or leading continuing education (CE) activities.
- *Do not include:* expired credentials, continuing education or training activities to maintain readiness (e.g., license, registration, certification, BLS), OBC/BOTC, or training ribbon.

CAREER PROGRESSION and POTENTIAL

Present a timeline of your assignments that highlights changes in billet level, mobility, and scope of responsibility and demonstrates growth over the course of your career. Include TDYs and detail assignments only where >90 days in length.

- List collateral duties since the date of last promotion with identification of local/institutional, agency/PHS, regional, national, or international engagement.
- Indicate the Mission Priority Buckets for each assignment, where applicable. (See CV instructions for the list of Mission Priority Buckets.)

PROFESSIONAL CONTRIBUTIONS and SERVICES to the PHS COMMISSIONED CORPS

This section should identify engagement, since the date of last promotion, that is above and beyond your official position and the related contributions to PHS, the community, or others. Specify leadership roles in these activities and ensure that roles are substantiated by supporting documentation in your eOPF.

- Include PHS chartered groups, uniformed service organizations, and professional associations.
- Specify involvement and role in Corps or agency-based mentorship programs.