



Call for CV Reviewers

The Career and Professional Development Committee is pleased to announce a new volunteer opportunity for interested senior officers in good standing (O-5 and above) from various agencies and categories. During the months of July-October, officers will review the CV of officers seeking input on their CV for promotion and/or career progression. Volunteers will retrieve CV from an established email account for review and provide feedback within two weeks. This will be an excellent opportunity to provide mentorship to fellow officers.

Senior officers will review CVs for:

- use of category-specific CV formatting;
- current - year noted on the document;
- free of grammatical errors;
- clearly addressed benchmarks; and
- clear and concise description of roles and impact – demonstrated by the use of ‘power words/phrases’ reflective of increasing professional responsibilities and accomplishments that resulted in significant impact of OPDIV or program goals.

Interested officers please send an email to CDR Tessa Brown at Tessa.brown@fda.hhs.gov and LCDR Zanethia Eubanks at Zanethia.Eubanks@samhsa.hhs.gov .