



U.S. Public Health Service Nursing
Tip of the Month
June 2014
Curriculum Vitae



Top Reasons to have a current Curriculum Vitae (CV) and Cover Page

Whether you are applying for a position or being reviewed by the Promotion Board, your CV is the first and only contact of you, and should represent you in the best possible light.

Your CV provides an opportunity to document your career progression.

You can illustrate your unique activities and accomplishments toward meeting job qualifications or promotion precepts in your CV.

You can demonstrate your distinguishing characteristic and skills as the most qualified for a position or promotion with your CV.

Your CV should include a cover page that is a reflective summary of how you meet the job qualifications or promotion precepts.

A current, professionally formatted CV will be assessed for being resourceful and active by hiring or promotion board members.

CV Tips and Guidelines for Promotion Precepts

Your CV is an important document of your career events and yourself for review by the Promotion Board.

The officer should emphasize increasing professional responsibilities and accomplishments that have resulted in a significant impact upon goals of their agency or program.

There is a specific CV and cover sheet format highly recommended by the USPHS Nurse Category.

Be familiar with the selected USPHS CV format and guidelines as they will guide you through the nursing benchmarks and five precepts: Performance, Education, Career Progression, Professional Contributions and Services to the USPHS and Basic Readiness.

See [Recommended CV Instructions](#), [CV Format and Cover Page](#) example, [2015 Nurse Benchmarks](#).

Be consistent with formatting as shown in the example.

Proofread your CV to ensure accuracy and have it critiqued by a mentor, peers, family or friend.

Update CV annually in their eOPF; only the latest CV is maintained in her/his eOPF.

PHS-NURSING LIST SERVE

<http://list.nih.gov/archives/phsnursing-l.html>

The road to promotion is always under construction.



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