

# SciPAC CV Guidelines

*Curriculum Vitae - Latin, course of (one's) life: a short account of one's career and qualifications prepared typically by an applicant for a position (Merriam–Webster Dictionary OnLine).*

A current and well-thought out Curriculum Vitae (CV) is a crucial part of every Commissioned Corps officer's electronic Official Personnel Folder (eOPF). A standard CV may emphasize current professional duties and address specific criteria or selective factors required to perform the job. For a Commissioned Corps officer, *the CV should emphasize a career history of increasing professional responsibility and accomplishments that result in significant impact upon program goals*. The Commissioned Corps CV is somewhat of a melding of the standard "scientist" CV with a promotional résumé. The general purpose of a promotional résumé is to portray a person in a clear, favorable, but factually reliable manner, using dynamic language.

Officers are encouraged to maintain a current CV in their eOPF which reflects present position, experience, and accomplishments. The CV may be used to apply for positions within the Commissioned Corps and for documentation within an officer's personnel folder. Some officers have found it helpful to update the CV and submit it to their eOPF on a schedule that coincides with the annual Commissioned Officers' Effectiveness Report (COER). When applying for a position, officers are often encouraged to develop a specific CV that addresses the professional duties and specific criteria or selective factors required by the position.

**The Commissioned Corps CV should reflect the officer's career using the following promotion precepts:**

- **Performance**
- **Education, Training, and Professional Development**
- **Career Progression and Potential**
- **Officership**
- **Response Readiness**

The Scientist Professional Advisory Committee (SciPAC) has developed a Model CV and continuing education form that are included in this chapter. These model documents provide a common format for reporting crucial data reviewed in the promotion process. The standardization allows the various boards to quickly locate and review critical elements in an officer's CV, making it easier to manage the large number of files often under review. Standardization also allows the boards to directly compare specific items, making the process less subjective. **You are strongly encouraged** to use these tools, which were carefully compiled by the members of the SciPAC. Some general considerations on the content of your CV are described below. Directly following is a Model CV. We also offer detailed language suggested for use in describing your job and describing what could be included in each of the five precepts.

## **CV Preparation**

Ideally, you should begin preparing your Corps CV *at least six months before any due date*. This period will allow for reflection, revisions, and feedback. We suggest that you distribute your CV to officers within the Scientist Category for their comments regarding clarity of message etc.; officers in other categories will have other guidelines and criteria. Don't be dissuaded, however, by those who counsel that it is too immodest. Be wary if no one says that it is too immodest, for you may have failed to observe the guidelines presented above and below. But, always be factual and diligent in accuracy.

## **The CV is Your Proponent**

When preparing a CV for your eOPF, think of yourself as an individual on stage-alone, presenting yourself to an audience. This is probably the only document that you will prepare for your eOPF and therefore, it is your best opportunity to present yourself not only through the content of the document but also through the appearance of the CV. Style, clarity, print, paper, cleanliness, and attention to details, such as grammar and spelling, are all important when preparing your CV.

Those who review your CV will gain some indication of your judgment by what you document or by what you forget or fail to disclose. A poorly prepared, inadequate, outdated CV speaks poorly for and about you. An absent one conveys nothing but speaks volumes. As your proponent, the CV may be as important as was your dissertation defense.

When you present yourself via your CV, think of the words you would use with your mother. How would you tell her about your job? Would you use plain language, avoiding bureaucratic jargon? Do the same for the board. Think about the kind of document you would appreciate if you were in a reviewing position.

Most importantly, do something that may be difficult for otherwise reserved, modest scientists. Champion yourself! It is up to you to emphasize your strengths and talents. You have many or you would not be a PHS Officer! This psychology and style of writing may be foreign to you but no one else will be there to speak up for how great you are. If you are struggling, try an exercise in imagery. Envision being before the Board. What would you like to say to them in a few critical minutes? What would you wish them learn about you? From you? Translate those thoughts onto paper. This takes work. It may take several months to prepare an effective Corps CV.

## **The Audience**

A wide variety of people will have the authority to review your eOPF. These individuals will include, but not be limited to:

1. Promotion and Assimilation Boards;
2. Those writing award nominations; and

3. Those involved in agency personnel actions, e.g., filling vacancies, billet descriptions, and special assignments.

Make sure that your CV is complete and that it contains information relevant to those who are authorized to review your eOPF in an official capacity.

## **The Process**

Every commissioned officer that is eligible for promotion should have an updated CV in his or her eOPF before the published deadline of the promotion year, generally December 31. Each spring, the Scientist Promotion Board, comprised of five senior (O-6) Scientist Officers, meets to review and rank all Scientist Officers who are eligible for temporary or permanent promotion during that promotion year. The review of files is a tough and demanding task. Board members examine computer-generated summaries and eOPFs for each candidate while looking for information pertinent to each promotion precept. Board members need to know quickly, clearly, and concisely who you are, what your job is, and your accomplishments. ***The information in your CV should be in a concise, easy-to-read, easy-to-find format.*** A CV summary sheet should highlight the most important aspects. This will make the job of the reviewing officers easier and lessen the likelihood that they will miss some important, perhaps even pivotal, facts about you.

## **Overarching Factors - Getting Started**

As you put together (or rework) your CV, there are several *very, very* important factors that you need to keep in the back (really the *front*) of your mind at all times. Failure to observe these concepts could mean the difference between making the promotion cutoff and not. All are important but probably the first is of the greatest importance.

**1. Be concise** – We can't stress this enough. The Promotion Boards have very little time per candidate (usually only a few minutes) and need to be able to glance over your materials and discern the important details quickly. Learn to cut down verbiage to the minimum to get your point across effectively; don't go into excessive detail about every position, degree, and skill you have. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive. More will be presented about appropriate documentation for each section later in this document.

**2. Consider the overall visual appearance of your CV** – Is it easy to read, do important parts (e.g., headings, precept sections) stand out, is it way too busy or way too empty looking, is the font too small or does it vary widely on different pages/sections/sentences, etc.?

**3. Concentrate on consistency throughout the document** – Do not change the way you present information mid-stream as this will make it difficult for board members to find things in different parts effectively. For example, *always* put dates to the left or right, rather than on the right for awards, on the left for position descriptions and within the text on other items. Another example is to use the same format to present job descriptions throughout (i.e., duties, accomplishments – see below).

**4. Use action verbs rather than passive verbs at every opportunity** – Whenever you are describing your duties, accomplishments and impacts or other characterizations of yourself in the CV, try to use action verbs as these convey an active rather than passive officer. For example, instead of writing, “Was involved in chronic heart disease study,” write, “Investigated risk of factor X leading to chronic heart disease.”

**5. Focus on *Impacts in job descriptions*** – Very important again. The board wants to see how your activities and accomplishments changed the world for the better. Did you have any definite, quantifiable, positive outcomes to your work? Were people’s lives or health affected in some way? In other words, did you help save lives, prevent sickness, help change policies that saved time, money, or alleviated stress, did you advance the goals of your agency somehow, etc.? If there is nothing immediate or quantifiable, are there *potential* positive effects one could reasonably expect from your work?

**6. Format the CV correctly** – There are two crucial areas that you must attend to if you want to avoid unintentional problems with submitting the CV. Always, always, always put your name, PHS number and category in the upper right-hand corner of every page of your CV, *including the summary sheet*, and always, always, always number your pages with the “1 of 11”, “2 of 11”, “3 of 11”, etc., format. Both of these exercises help insure that the board will have your full CV to review.

## **CV Content**

The CV should summarize items found elsewhere in the eOPF and highlight information such as civic and community activities and publications that are not included in other parts of the eOPF. **All CVs must be typed and dated, each page containing your rank and name, PHS serial number, category (Scientist), as well as the page number (“X of Y” format) in the upper right hand corner.**

### The CV Summary Sheet

The CV should begin with a one- to two-page summary sheet addressing each of the five Promotion Board scored precepts. This gives the individuals reviewing your CV an overview of your accomplishments as they relate to the precepts. *Remember that this is a very short summary so you must be brief.* We encourage all officers to use a one-page CV summary sheet; however, the body of your work may necessitate that you use a two-page CV summary sheet.

Include the following information in the CV Summary Sheet:

- Rank and name, and date that the CV was completed or updated.
- Performance: List major accomplishments and impacts – be brief, one line each. Any leadership roles and noteworthy awards can be included here.
- Education, Training and Professional Development: List your degrees, certifications, licensure (if applicable), continuing education synopsis (one line), and any additional training or public health experience that might be of benefit to the Corps.

- Career Progression and Potential: List billets and assignments in reverse chronology. Include dates; list increased levels of responsibility. List assimilation date (or note application date if not yet approved), mobility, and any special skills.
- Officership: List membership in professional or Corps associations, work done for the Corps outside of regular job including recruiting activities, OFRD deployments, agency deployments, Honor Guard, PHS Ensemble, etc.
- Response Readiness: State your level of readiness based on the current deployment readiness standards.

## The CV Body

The body of your CV should begin with your rank and name, PHS Serial Number, duty station address, phone number, fax number and email address, and the current date of the CV. The body of the CV should contain the following sections (at a minimum):

- Current grade & assimilation status
- Promotion history
- Response readiness
- Education
- Professional licensure/certifications/credentialing
- Current PHS Assignment
- PHS Assignment History
- Special Career Assignments
- Temporary Duty Assignments
- Additional skills
- PHS Activities
- NON-PHS Professional Activities
- Honors and Awards
- Publications and presentations
- Civic, community, and volunteer activities
- Professional Continuing education (CE) summary

## Description of Sections in the CV Body

### **CURRENT GRADE AND ASSIMILIATION STATUS:**

List your current grade, both temporary and permanent, and status. For example, Temporary O-4; Permanent O-3; Reserve Active Corps.

### **PROMOTION HISTORY:**

List your call to active duty date. List promotion history in reverse chronological order. Include nominations for Exceptional Proficiency Promotion (EPP). Note assimilation to Regular Corps or date of application.

### **RESPONSE READINESS:**

List your current level of readiness (Basic/Intermediate/Advanced), the date you achieved this; CCRF response Tier and role; any deployments (OFRD or OPDIV, training exercise or emergency deployment) with a brief description of each (role, length of time, etc.).

## **EDUCATION:**

Include all college degrees that you hold, the name of the college or university, 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 LICENSURE/CERTIFICATION/CREDENTIALING:**

List only **current** professional registrations and certifications and limit the listing to those that allow you to practice or recognize your standing in your field or registered/certified medical technologist, clinical psychologist or epidemiologist.

## **CURRENT PHS ASSIGNMENT:**

## **PHS ASSIGNMENT HISTORY:**

## **SPECIAL CAREER ASSIGNMENTS:**

## **TEMPORARY DUTY ASSIGNMENTS (TDY):**

List all of the positions you have held as a commissioned officer. This should be organized under four section headings: Current PHS Assignment, PHS Assignment History, Special Career Assignments, and Temporary Duty Assignments (TDY). This list should include actual permanent assignments and any assignment in an acting capacity. Describe short-term special projects or assignments under the position in which they occurred. Include the amount of travel you have done in conjunction with your assignment. Travel Orders are not filed in your eOPF; if you wish that information to be known, you must include a summary of temporary duty assignments (TDY) on your CV—include TDY location, dates, and a brief description of the purpose of the TDY.

### *Remember:*

- List positions in reverse chronological order starting with your current position. Include dates, position title, billet rating, Agency, and location.
- Describe duties, responsibilities, and accomplishments for each position using a bullet format. **Make sure that level of responsibility is clearly indicated for each position.**
- Billet descriptions **are not included** in an officer's OPF. The CV is often the only document in the eOPF that describes an officer's level of responsibility.

## **ADDITIONAL SKILLS:**

List special skills with a public health value, such as amateur radio license, first aid training, CPR, DMAT, certified SCUBA diver, pilot license, proficiency in other languages, expert in desktop publishing, etc.

## **PHS ACTIVITIES:**

Under appropriate subheadings, list any official PHS support activities in which you were a direct participant, e.g., Promotion Board Recorder, appointment board, revitalization committee, SciPAC, Surgeon General's Ad Hoc Committee or other advisory board (e.g., Junior Officers Advisory Group (JOAG), Minority Officers Liaison Council (MOLC)). Include dates of participation and any office you held. Recruitment and mentoring activities should be listed here.

Headings:

PAC/Advisory Group

Recruitment

Mentorship

Membership/Involvement in Professional, Uniformed Service, and Specialty Organizations

Visibility

Presentation and Outreach acknowledge the Corps

## **NON-PHS PROFESSIONAL ACTIVITIES:**

Under appropriate subheadings, list your current professional organization memberships, your status within the organization, e.g., member, associate, chairman, or fellow, and any current or past positions or assignments. Note any profession-related outside activities such as editorial board membership, peer-reviewer, adjunct faculty appointments, etc.

Headings:

Professional Societies

Faculty Appointments

Professional Societies

Committees and Working Groups

Editorial Boards, Review

## **HONORS AND AWARDS:**

Under appropriate subheadings, list the names and dates of all PHS awards and honors.

Headings:

Individual Honor and Unit Awards

PHS Service and Training Awards

Non-PHS Awards

Letter of Recognition

*Remember:*

- All PHS Honor and Unit Awards should include the date, name, and brief description (“cited for...”) of the purpose of the award.
- All non-PHS awards and honors should include the name of the award/honor, the organization, the date, and a very brief description of the purpose of the award/honor.
- For all awards listed in this section, make sure that the complete narrative for all PHS honor awards, as well as copies of letter of recognition and non-PHS awards are in your eOPF.

## **PUBLICATIONS AND PRESENTATIONS:**

List publications in reverse chronological order noting the author(s), title, journal, volume number, page, and date published. Highlighting your name in bold helps reviewers know your degree of involvement. Include both peer-reviewed and government publications/reports. For presentations, list invited presentations as well as oral and poster presentations provided at major meetings and conferences. Include the presentation title, the occasion, e.g., conference, meeting, date of the presentation, and location. For invited presentations, include the degree of honor associated with the invitation. For patents, list the inventor(s), name of invention, patent number, and date.

Headings:

Peer-reviewed

Book chapters

Government publications & reports

Conference abstracts (oral & poster presentations)

Invited presentation

## **CIVIC, COMMUNITY, AND VOLUNTEER ACTIVITIES:**

List current community and civic activities, e.g., Boy or Girl Scout Troop Leader, chairman of a school or church committee, or president of the local chapter of the Sierra Club. Include organization, role, and length of service.

## **PRE-PHS PROFESSIONAL EXPERIENCES:**

In brief, list any other relevant pre-PHS employment or appropriate professional experience. Use the same format as for the PHS Assignments section. List positions in reverse chronological order, including dates, position title, Agency, and location. Briefly describe duties, responsibilities, and accomplishments for each position using a bullet format.

## **PROFESSIONAL CONTINUING EDUCATION:**

You should submit a **yearly** list of continuing education (CE) activities with contact hours for each activity to your eOPF separately from your CV. In the CV you should direct the reader to the eOPF for this information but may wish to list your yearly contact hours and general description (no more than one line per year) of the types of activities you engaged in. If you

have more than 4 or 5 years in the Corps we advise a short aggregate summary only of continuing education activities rather than listing yearly totals. Use the Continuing Education Form outlined later on in this chapter to submit CE activities to your eOPF. It may be useful to list whether the training was funded by yourself or your Agency.

***Do not include the following types of information in your CV:***

- Summaries of performance appraisals (COERs)
- Conferences attended (this can be noted in the CE documentation)
- Medical information (except for noting medical waiver for physical fitness requirements)

***Summary***

In the end, it is each officer's responsibility to ensure that their eOPF contains the documents that best reflect their value to the PHS. Reviewers of your eOPF have no prior knowledge of you, and their basis of assessing you will be through the documents you maintain in your eOPF.

**Following is a Model CV with summaries of what should be listed in each section.**

## The Model CV (with Examples)

Rank and Name  
PHS Serial Number  
Scientist  
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### CV SUMMARY SHEET Rank and Name Date CV Completed (or Updated)

#### Performance

(List major accomplishments and impacts – bulleted, one line each)

- Discovered cause of Disease X: subsequent prevention efforts have reduced mortality by 59% in U.S.
- Linked two federal agencies in Disease X prevention efforts allowing thousands at risk to be educated.
- Spurred FDA to remove diet supplement “LoozFat” from approved list due to unexpected risk of heart disease.
- Awarded Meritorious Service Medal for single-handedly surviving the Transformation – December, 2003.
- Awarded SG Exemplary Service Medal for creating workable prescription drug program for U.S. – June, 2002.

#### Education, Training & Professional Development

(Degrees, certifications, licensure, continuing ed. synopsis, any additional training or public health experience)

Ph.D. 1989 Notre Dame University, Visual Biologic Sciences, Dissertation Title: Looking through a microscope:  
How much can we really see?

M.S. 1982 East Kansas State University, Binocularology.

B.A. 1980 East Kansas State University, Pastoral Shepherding.

- Licensed Laboratory Technician, Minnesota, 1987 - present
- Continuing Education: 40+ hours public health and preparedness learning activities per year since 2001.
- Trained and certified in rappelling, search and rescue, and HAZMAT.

#### Career Progression & Potential

(Billets & assignments in reverse chronology with dates, assimilation status, mobility, any special skills)

**Assimilation into PHS Commissioned Corps: Nominated for Assimilation - January, 2002**

**Senior Research Support Scientist Officer**, CDC, National Center for Infectious Disease, Division of Viral and Rickettsial Diseases, Atlanta, GA July, 1999 to *present*  
*0-6 Billet*

**Research Scientist Officer**, IHS Epidemiology Program, Albuquerque, NM July, 1998 to June, 1999  
*0-5 Billet*

**Research Scientist Officer**, Epidemic Intelligence Service, CDC, Assignee to Bureau of Prisons, Oklahoma City, OK July, 1996 to June, 1998  
*0-3 Billet*

- **Skilled in large and small data set epidemiologic analysis, geographic information systems, writing and administration of grants, lab benchwork, filling in government forms.**

#### Officership

(Work outside of billet, e.g. PAC, recruiting, CCRF Tier I/II teams, OFRD/agency deployments, Honor Guard)

- OFRD Deployments: Azerbaijan, 1999; Ft. Dix, 2001; Iraq, 2003 (OFDR Member since 1998)
- Associate Recruiter – 1998 to present
- Member, American Public Health Association – 1996 – 2001
- Member, COA – 1996 to present

#### Response Readiness

(List Deployment Readiness level – Basic, Intermediate or Advanced)

**Attained Basic Level of Readiness, December, 2003**

**Rank and Name  
PHS Serial Number  
Contact Information  
Date CV Completed (or Updated)**

**CURRENT GRADE AND ASSIMILATION STATUS: (Temp., Perm., Regular/Reserve)**

**PROMOTION HISTORY: (Reverse chronological order. Note assimilation to Regular Corps or date of application, and Exceptional Proficiency Promotions.)**

**RESPONSE READINESS: (Level, deployment role, number and brief description of deployments and training exercises)**

**EDUCATION:**

Most recent degree, major, year, & institution

Earlier degree, major, year, & institution

Dissertation title or topic

**PROFESSIONAL LICENSURE/CERTIFICATION/CREDENTIALING:**

(If certification is not required, enter "N/A", if certification is required but not obtained, enter "Not Certified")

Title, certifying organization, expiration date

**CURRENT PHS ASSIGNMENT:**

(List job title, billet rating, Agency, location, as well as date of current PHS assignment. List your duties and responsibilities as well as major accomplishments in bullet format.)

*Senior Research Support Scientist Officer*, Billet Rating O-6, Centers of Disease Control, National Center for Infectious Disease, Division of Viral and Rickettsial Diseases, Atlanta, GA, July 1999 to present.

Duties and Responsibilities:

- Serves as Lead expert in the field of viral and rickettsial diseases

Major Accomplishments:

- **Discovered** cause of Disease X: subsequent prevention efforts have reduced mortality by 59% in U.S.
- **Linked** two federal agencies in Disease X prevention efforts allowing thousands at risk to be educated.

**PHS ASSIGNMENT HISTORY:**

(Reverse chronological order. Same format as Current PHS Assignment. See additional suggestions on job descriptions at the end of the model CV.)

**SPECIAL CAREER ASSIGNMENTS:**

(Reverse chronological order. Same format as Current PHS Assignment. Include special/temporary assignments, details, etc. See additional suggestions on job descriptions at the end of the model CV.)

**TEMPORARY DUTY ASSIGNMENTS:**

(Reverse chronological order. Same format as Current PHS Assignment. Include temporary duty assignments (TDY) location, dates, and a brief description of the purpose of the TDY.)

**ADDITIONAL SKILLS:**

(Utilized in career PHS assignments or potentially useful to the PHS.)

**PHS ACTIVITIES:**

(List in reverse chronological order. List by activity; e.g., PAC or other advisory board, mentorship, recruitment, visibility. Include role; e.g., volunteer, Chair, Executive Secretary, etc., and dates of involvement.)

Professional Advisory Committee

Professional Advisory Group

Awards/Promotion Board

Commissioned Corps Readiness Force (Tier I/II)

Mentorship

Recruitment

Visibility

**NON-PHS PROFESSIONAL ACTIVITIES:**

(List in reserve chronological order. List only once under most appropriate category and note status; e.g., member, advisor, secretary, etc. and dates of involvement.)

Faculty Appointments

Professional Societies

Mentoring

Committees and Working Groups

Editorial Boards, Reviews

**HONORS AND AWARDS:**

(List in reverse chronological order. For each, list date, award title, organization. For non-PHS awards or letter of recognition, list the recognizing Agency/person.)

Individual Honor and Unit Awards

PHS Service and Training Awards

Non-PHS Awards  
Letters of Recognition

**PUBLICATIONS AND PRESENTATIONS:**

(List in reverse chronological order. List only once under most appropriate category. Do not list categories for which there is no entry. For each include full citation. For presentations, list invited presentations as well as oral and poster presentations provided at major meetings and conferences. For invited presentations, indicate the degree of honor associated with the invitation. List date, title, meeting/organization, and location.)

Peer-Reviewed Publications:

Journal Articles  
Book Chapters/Books  
Government Publications, if peer-reviewed  
Position Papers  
Abstracts

Other Publications:

Journal Articles  
Book Chapters/Books  
Government Publications  
Position Papers  
Abstracts  
Posters  
Dissertation, and/or masters theses (if not published)  
Patents

Presentations

Invited Presentations  
Oral Presentations  
Poster Presentations

**CIVIC, COMMUNITY, AND VOLUNTEER ACTIVITIES:**

(List organization, role, and length of service.)

**PRE-PHS PROFESSIONAL EXPERIENCES:**

(List in reverse chronological order. Same format as PHS Assignment History. Include special/temporary assignments, details, etc. See additional suggestions on job descriptions at the end of the model CV.)

**PROFESSIONAL CONTINUING EDUCATION:** (See eOPF for complete list.)

(Refer the reader to the eOPF for a complete list of continuing education (CE) activities. List your yearly contact hours and general description (no more than one line per year) of the types of activities you engaged in. If you have more than 4 or 5 years in the Corps we advise a short aggregate summary only of continuing education activities rather than listing yearly totals. Use the Continuing Education Form outlined later on in this chapter to submit CE activities to your eOPF. It may be useful to list whether the training was funded by yourself or your Agency.)

2006 41.1 Contact hours including Bioterrorism courses, FEMA courses, lab training, public health courses, forensic courses, epidemiology courses

2005 30.0 Contact hours including vaccine courses, CDC conferences, etc.

**END OF MODEL CV**

## ***Additional Suggested Language for Job Descriptions, Career Progression and Potential***

### **Current Job Description**

When describing your current job there are some basic dos and don'ts. Use active, not passive voice. Use "I" (e.g., Say "It is my job to" rather than "Officer has the task of."). Also, let the reader know the scope of your job and how it is assessed. Describe the job's assessment guidelines. Present the Board with the criteria your supervisor(s) uses to evaluate your job. For example, you may wish to use language such as, "My leader assesses my job on the basis of 1, 2, and 3" or "My job is assessed on the basis of 1, 2, 3." This is an item on which the Board should not speculate.

You also may wish to let the Board know what your job is not, including prohibited or discouraged activities. If your job is research and the production of articles for peer-reviewed journals, then the Board is properly directed to examine your publication list. If, however, publication is prohibited or is not a job requirement, then note this. Use your judgment here. We can all write volumes on what our jobs are not. Readers need to know quickly what your job is, what it is not, how it is assessed, its special duties, responsibilities, and challenges.

### **Past Job Descriptions**

For past positions, try to introduce elements of career and geographic mobility, levels of responsibility, as well as career progression and potential into each description. List positions in reverse chronological order. Include dates, position, title, agency and location. Organize information in a consistent fashion so that the reader has a pattern to follow. Describe duties and responsibilities in clear, easy language. A bullet format allows readers to follow progression easily. If your training and expertise is location specific, that is, you are not likely to or reasonably expected to experience geographic relocation, then emphasize advancement and progression mobility.

### **Career Progression and Potential**

In the preparation of your job description(s) try to use language that conveys career progression as well as potential, attainments, and achievements. For example, what has been the progressive impact of your accomplishments, your career, and your work in the public health arena, on people, programs, or research? How has your level of responsibility changed and matured from assignment to assignment? Career potential is not easy to address. How does someone assess another person's potential? The dictionary defines potential as "possible as opposed to actual or capable of being or becoming." You may wish to express your aspirations, goals and the impact you wish to make if given the opportunity. Your Corps CV may reflect a certain spirit, enabling the Board to perceive and assess your potential. Are you interested in serving on SciPAC, in pursuing short or long term training, or other continuing education with the aim of assuming more responsibility and duties? List Corps activities such as associate recruiter, SciPAC committees, SciPAC membership, COA committees, etc.

**[Sample Continuing Education Documentation Form]**

*Rank and Name*  
*PHS Serial Number*  
*Scientist*  
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**Continuing Education and Training**  
**Rank and Name**  
**PHS Serial Number**  
**Dates covered (e.g., January – December, 2006)**

Title of Training Location	Month, Year Contact Hours
Bioterrorism and Ethics Atlanta, GA	January, 2006 1.5 Contact hours
Building a Privvy After a Disaster – Avoiding the Pitfalls Boston, MA	February, 2006 5 Contact hours
Epi in Outer Space: Should we Drink Tang like the Astronauts? Houston, TX	February, 2006 1 Contact hour
Go Natural or Man-Made Fiasco – What’s Up in Your Next Deployment? Rockville, MD	March, 2006 1 Contact hour
Sitting on the Bench – Strategies for Pinch-Hitting in the Lab Cincinnati, OH	July, 2006 10 Contact hours
Freud or Rogers? Determine Your Inner Counselor Bethesda, MD	June, 2006 2.6 Contact hours
Forensic Follies: Mixing Public Health with Police Officers Quantico, VA	July, 2006 20 Contact hours
2006 Total	41.1 Contact hours