**SUGGESTED TEMPLATE FOR CV**

**Name and Credentials**

**Curriculum Vitae**

**TITLE & EMPLOYMENT** (title, current place of employment, department, address, phone number)

**LICENSES & CERTIFICATIONS** (license(s) and certification(s), licensing or certifying body, expiration date)

**EDUCATION** (graduation month and year; earned degree(s); formal post-doctoral education, and/or degrees in progress; university name, department, city, state; area of focus)

**EMPLOYMENT & PROFESSIONAL EXPERIENCE** (title, date of employment [month/year to month/year] facility, city/state)

**HONORS & AWARDS** (list date and honor/award)

**PUBLICATIONS & SELECTED WRITTEN WORKS** (data-based articles and peer-reviewed journal articles, research monographs, books, book chapters, newsletters, patient tools, newsletters, patient tools, etc. Use reverse chronological order, newest first)

**SPEAKING ENGAGEMENTS & TEACHING** (workshops, keynotes, media interviews, seminars, conference presentations, posters or abstract presentations etc. – segregated into international, national, state, local categories, if appropriate. Use reverse chronological order, newest first)

**RESEARCH/EVIDENCED BASED PRACTICE** (funded and unfunded research, EBP initiatives, translation into practice. Use reverse chronological order, newest first)

**PROFESSIONAL SERVICE** (voluntary, appointed, or elected leadership roles in nursing, healthcare, or other organizations outside of employments, international, national, regional, state, local categories if appropriate with dates and activities)

**PHILANTHROPY** (community involvement – note any relations to value analysis)

**ADDITIONAL EXPERIENCES/CATEGORIES AS APPROPRIATE** (optional, if related to healthcare value analysis services and demonstrate impact)

**Example of describing the area of impact in your CV:**

List your contributions and impact to healthcare value analysis. An example of that impact is described below. Please note that this is simply an example.

Facilitator for the healthcare system’s Value Analysis Council. Key achievements include: $14.3 million dollars in cost savings due to clinical standardization. In addition, due to my leadership, the committee reduced patient harm by 64% and improved patient throughput by 45% year over year.