

CURRICULUM VITAE FORMAT

Save your curriculum vitae as *yourLASTNAME,FirstName CV year*

Name: _____ **Date of most recent revision:** _____

Contact information:

Address: (preferred mail address for AVDC correspondence):

Telephone: _____ Fax: _____ E-mail: _____

(Please be sure your contact information is up-to-date in AVDC DMS – log in to check and correct it if necessary).

For each section, place items in date order with most recent items at the top.

As of 2021, create a table to summarize CE hours attended vs. presented by year.

Education:

- Degree[s], college or university, date of graduation
- Relevant Certificates or Diplomas
- Type of residency program (Part Time or Full Time), location, supervisor(s), start and projected end dates.
- Veterinary license, with expiration date
- List Dental and Veterinary Dental Courses, Seminars or Wet Labs Attended (including dates with most recent items at top, sponsoring organization, name of instructor and total number of course hours).

Date	Sponsoring Organization	Name of Presentation	Lecture or Wet Lab	Name of Instructor(s)	No. of Course Hours
April 30, 2020	FVMA	COHATs and COVID, practice survival guide	Lecture	I. Witty	6
Total Hours 2020					Lect: 6 hours Lab: 0 hours
May 11, 2019	AVMA	Dental Radiology	Lecture	M. Esperanza	3
Total Hours 2019					Lect: 3 Lab: 0
Sept 1, 2018	Veterinary Dental Forum, Phoenix, AZ	How to extract a tooth	Lecture	B. Smith	1
		Tooth resorption in cats	Lecture	H. Franklin	1
		Mandibulectomy magic	Wet Lab	L. Cutter	4
Total Hours 2018					Lect: 2 Lab: 4
Total Hours attended during residency					Lect: 11 hours Lab: 4 hours

- List informal instruction and supervision by dentists or veterinary dentists (include name of supervisor, date with most recent items at top, and extent of supervision). Note that journal or study club attendance is recommended but should not be included in the CV grid or in annual reports.

Professional activities (since graduation from Veterinary School)

- Employment, with start and end dates and name of immediate supervisor.
- Membership in Scientific and Professional organizations
- Elections, appointments, honors
- Relevant Professional Service activities
- Research (title of project, co-investigators, dates, funding sources, and budget \$\$)

Professional writings and media materials authored

- Original publications authored and published in peer- reviewed journals
- Books and chapters authored
- Submitted manuscripts
- Other publications (e.g. review articles, meeting abstracts and proceedings, etc.)
- Other media (e.g. videotapes, computer-based programs)

Professional presentations

- Professional presentations, including nature of audience (e.g. veterinarians, technicians, dog club). (If a written document or video or computer-based program was produced for public presentation, it is to be listed under “Professional Writings and Media Programs”, above.)

Date	Presentation Name	Nature of Audience	No. of Participants	Location / Sponsoring Organization	No. Hours
Jan 2, 2020	Dental Diagnostics for the New Year	Veterinarians	14	NJ VMA	3
Total 2020					3

For Inclusion in a Credentials Application Package only:

References: Individuals whom you have asked to write a letter of reference on your behalf. **(The reference letter is to be sent by the writer directly to the AVDC Executive Secretary).** Include name, address, telephone number and e-mail address for each person.

Note: The example tables presented here can be recreated in Word using the tool bar -> Insert -> Table and selecting for 6 columns and many rows. Additional rows can be added.

