

# The Faculty Tune-Up | CV Booster: Make Your CV Work for You

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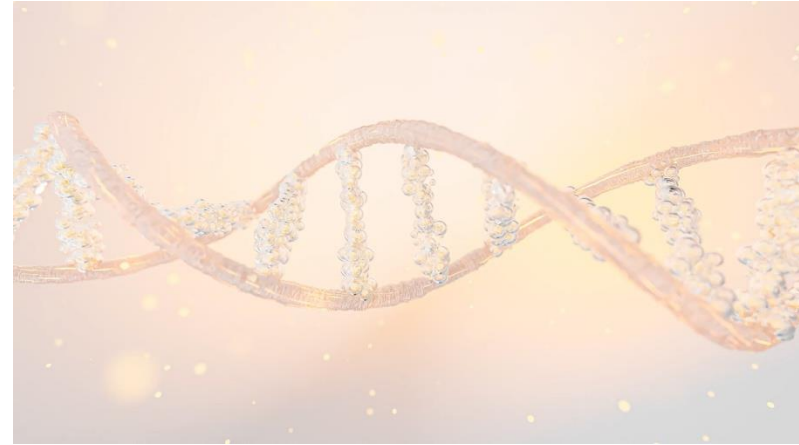
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In 10 minutes, you will learn how to:

- Easy steps to enhance your CV

# Why Your CV Matters

- **“curated portfolio of academic impact” for promotion & opportunity**
- **Used for promotion, awards, grants, leadership, & invited talks**
- **Strong CVs reduce cognitive load for reviewers**
- **Clear organization signals academic maturity**



# Common CV Pitfalls

- **Inconsistent formatting**
- **Missing things/impact**
- **Buried accomplishments**
- **Repetition across sections**
- **Lack of template alignment**

# The Booster Mindset



- Move from activity → impact
- Quantify outcomes when possible
- Clarify your role
- Highlight reach & dissemination
- Verify all content for accuracy
- Never fabricate accomplishments or metrics

## What Promotion Committees Look For



- Clear academic identity
- Growth trajectory
- Evidence of impact
- Regional, national, global recognition
- Alignment across sections

## Quick Wins That Improve Readability



- Use consistent formatting & dates
- Remove outdated items
- Use action-oriented verbs
- Separate local, regional, & national impact

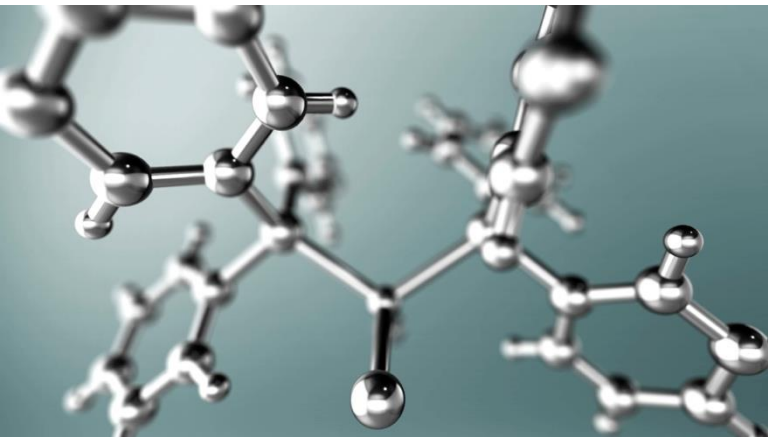
## Building an Academic Brand

- Think in academic themes
- Examples: education innovation, sleep neurology, digital education
- Your niche should be visible & clear

## CV Tips

- Invited speaker (type, location, virtual)
- Courses (creator, director, number of learners, types of learners, high rated?)
- Things get buried
- Run through AI
- Consider a service

# Use AI



- Convert routine activities into impact-oriented academic language
- Quantify teaching, mentorship, leadership, & scholarly contributions
- Improve formatting consistency & readability across sections
- Organize scattered accomplishments into appropriate CV categories
- Draft concise academic profile or focus statements
- Identify underrecognized academic work such as mentorship or curriculum development
- Reduce redundancy & tighten overly wordy descriptions
- Help distinguish local, regional, & national impact
- Prepare promotion-focused language aligned with academic advancement criteria
- Maintain a “living CV” through quick monthly updates instead of annual overhauls

## CV Tips

- 2015-2019 Rebecca Choi, JHU Undergraduate Student, currently a resident in interventional radiology at Johns Hopkins, OR 24, 26, 32, RA 16. PreDoc Program (PreDoc Chief)
- **2015–2019** Rebecca Choi, JHU Undergraduate Student (PreDoc Chief), mentored through PreDoc Program; subsequently matched into Interventional Radiology residency at Johns Hopkins; co-authored outputs (OR 24, 26, 32; RA 16)

## Awards example

- 04/2025 Inducted to Sigma Xi, international honor society of science and engineering, Sigma Xi, The Scientific Research Honor Society
- 04/2025 Inducted, Sigma Xi Scientific Research Honor Society, International recognition for research achievement
- 2022 Alpha Omega Alpha Robert J. Glaser Distinguished Teacher Award, One of 4 selected nationally, AAMC

# Wrap-up—Key Takeaways & Next Step

- Clarity beats volume
- AI helps
- Organization improves reviewer efficiency
- Small edits create major gains over time

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