

Curriculum Vitae Guidelines for FAANP Applicants

The Curriculum Vitae (CV) must be developed specifically to address the two focus areas selected by the candidate and substantiate the information and contributions to the NP profession presented in the application. The CV should inform the reader of the candidate's accomplishments.

The CV should not exceed 10 pages. Any CV longer than 10 pages will not be accepted for review. The font should be Times New Roman 12 with 1 inch margins. Each category should begin with the most current information. Provide dates and details where appropriate. Do not use acronyms.

Do not include: Courses taught, thesis/ dissertation/projects supervised, extensive job descriptions, institutional committees, continuing education attended, philosophy of nursing, presentations and papers that were required as part of coursework.

Please use the template below.

NAME (Please include other names used professionally if relevant to your contributions)

CREDENTIALS/TITLE

WORK ADDRESS

WORK PHONE NUMBER

MOBILE PHONE NUMBER

PREFERRED EMAIL ADDRESS

BUSINESS WEBSITE (If applicable)

ORCID (Open Researcher and Contributor ID) NUMBER (If applicable and your profile is current)

ACADEMIC AND PROFESSIONAL PREPARATION (highest degree first)

CERTIFICATIONS AND LICENSES (Include Renewal Dates)

EMPLOYMENT/VOLUNTEER HISTORY (date employed, employer and location, position held)

RESEARCH/GRANTS/CONTRACTS (include dollar amounts of funded grants, name of funding agency, status/outcome and changes made based on research findings)

PUBLICATIONS

PEER REVIEWED (Invited, non-invited)

NON -PEER REVIEWED

POSTER/PODIUM PRESENTATIONS (invited speaker or peer-reviewed, submitted abstract)

International

National

Regional

State, and Local

PROFESSIONAL MEMBERSHIPS (e.g., NP and nursing organization, other specialty organizations)

AWARDS and HONORS

PROFESSIONAL and COMMUNITY SERVICE ACTIVITIES (e.g., Board officer, committee chair, health care provider for a community event)

MILITARY SERVICE

OTHER ACTIVITIES (Include only those that demonstrate contributions for the two areas chosen for your application, such as editorial review boards, manuscript reviewer, consultations, grant reviewer).