

AANP LEADERSHIP PROGRAM CV GUIDELINES

Curriculum Vitae Guidelines for Leadership Program Applicants: The Curriculum Vitae (CV) should substantiate the information presented in the application.

- **The CV should not exceed 5 pages. 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.**
- **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 FUNDED/AWARDED** (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).