

Introduction: Your LSOM-Format Curriculum Vitae (CV) Made Simple

The LSOM CV...

- Is a simple *Word* document.
- Contains your signed, dated CV verification statement.
- Uses a standard 'blank' template into which you type or paste your accomplishments.
- Follows an annotated CV template with tips and examples to guide you in building your CV.
- Uses reverse chronological order. (Preferred)
- Is expected to be in the standard LSOM template by the time of the faculty member's annual evaluation, and definitely for all LSOM Promotion, Tenure and Appointment Committee (PTAC) business. Don't irk your PTAC!

Your Simple LSOM CV Steps to Success:

1. Find the LSOM [Office for Faculty \(OFF\) Intranet](#) website (SharePoint site) home page.
2. In the right side-column, click on Faculty Career Progression (blue) to find a resource list.
3. Click to open *CV Resources*.
4. *E-Talus-related, only*. If you have no idea what that means, skip forward to Step 5.
 - a. If you think your CV continues to reside in e-Talus, it no longer exists and there is no archive. You will simply use an old CV in Word and cut and paste or type the information into the new LSOM CV Word template.
 - b. If your CV resides in a downloaded Word file from e-Talus in 2022, you must apply the listed resource, *'The Remove-Tables macro to Word format.'* Note the directions for PC also guide Mac users with separate directions. The simple steps of this macro sequence removes the invisible yet incredibly-frustrating e-Talus embedded tables in just a few minutes and leaves your CV information in the same order. Do not panic that your CV information is now crammed together in spacing. Your information that is now free of tables will be cut and pasted into the new LSOM Word template, so the messed up spacing simply signifies that you are free of 'e-Talons' at long last!
5. Open the *LSOM New Annotated CV Format*. You may wish to print or download and save a copy for your reference. Read the blue Instructions and all the blue annotations. This is your reference Guide as you complete your new LSOM CV in the Blank CV format. You may complete your CV on this Annotated Format instead of the Blank template, but you must remember to erase all the blue annotations in the final version.
6. Open the *LSOM New Blank CV Template* to download the Word document with all the CV headings for your own use and save it on your computer. Refer to the CV Annotated Format if you have questions about where and how to describe your scholarly accomplishments.
7. Simply cut and paste (or retype) the information into the Blank LSOM CV Word template from your older CV available in Word.
8. Remember to add brief pertinent informative detail, like quantity, frequency, role, source or peer-reviewed, to clarify the significance of your work or field to those unfamiliar with it.
9. Your Chief, mentor and/or Dept-PTAC can advise your CV listings and clarity as you engage in career planning and career building.
10. Success!