From “Strategies for Obtaining a Faculty Position in the Biomedical Sciences:  
Views from Both Sides of the Job Search Process,” (Snapp, 2016, p. 11). Recommended by The Career Navigator Network at Harvard Medical School. See link [here](https://careernavigator.gradeducation.hms.harvard.edu/resources).

Prepare your CV. You already know whether you have the minimum requirements to apply for a  
faculty position (see Chapter 1). Your CV is the most important item in your application and it is  
something that you will need to provide to the people that you ask to write letters of reference.  
There are many styles for preparing CVs and this is not meant as the only possible template. A  
good CV will be concise (brief is good), easy to read (no fancy fonts), and informative. I have included  
an example of the CV I submitted when I applied for a faculty position. See Appendix B for examples.

Important Tips

Use a legible font- Arial, Helvetica, Times size 11 or 12. Don’t get fancy and don’t try to pack too much  
information into a line.

Colored paper isn't a great idea. Many of your materials will be copied and sent to faculty in the school.  
They won't see any special paper, so just assume your CV has to stand on the merits of your  
accomplishments and not your choice in paper.

Limit the number of manuscripts in preparation to manuscripts truly in preparation. Many people,  
myself included, will list things that have not yet been submitted to a journal for review. If the majority  
of the work is done and you can talk about the story during your interviews or even better have the  
manuscript submitted by the time of your interviews, then you can update the search committee on your  
progress.

Limit your CV to between two and no more than three pages. The search committee will have to read  
hundreds of applications and will appreciate your brevity.

Provide information relevant to a faculty position. This can include any journal review duties in which  
you (not your mentor) are solicited by editors to review manuscripts, committees you served on as a  
postdoc or grad student, courses you taught, research-related awards you have won, etc. Do not include  
items such as hobbies (you probably have hobbies, but the search committee wants to know that your main goals are to establish your lab, get grants, write papers, and teach) or information related to college  
or high school unless it is related to relevant research experience. One time, a colleague got a CV from a  
candidate that listed testing life vests for the Coast Guard as "research experience" for a protein  
chemistry job. The applicant didn't get an interview.

Do include your name in a header or footer in your CV and all other application materials. Also, number  
pages of each file, separately. Make it easy for the search committee to keep your materials in order.  
Your Online Presence In the modern CV, there are some opportunities for you to demonstrate that you  
are internet savvy. For your bibliography, you will want to include an ORCID, the leading persistent  
digital identifier, and a link to My Bibliography. The first of these uniquely identifies you from all other  
John Smiths, Sue Jones or Justin Wangs of the world. Set up an account at http://orcid.org. NIH expects  
you to use a slightly different bibliography in your grant biosketches, so it's a good idea to already have  
one ready. For instructions, see: “My Bibliography,” My NCBI Help. NCBI, 2016.  
http://www.ncbi.nlm.nih.gov/books/NBK53595/