

### **Recommended CV and Cover Sheet Instruction for the Dietitian Category**

This document covers information for dietitian officers regarding their CV and CV Cover Sheet for their electronic Official Personnel Folder (eOPF) including the following areas:

1. Importance of a current CV and CV Cover Sheet
2. Relationship between CV and category benchmarks
3. Important information to document on your CV
4. Specific hints for the CV Cover Sheet
5. Formatting tips
6. Key points to remember about your CV and eOPF
7. Final checklist for your CV

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#### **1. Importance of a current CV and CV Cover Sheet**

A curriculum vitae or CV is a method of documenting your career and presenting yourself to the boards for promotion. For a Commissioned Officer in the United States Public Health Services (PHS) the CV provides an opportunity to do the following:

- a. Document career progress,
- b. Illustrate your unique activities and accomplishments toward meeting promotion precepts, and
- c. Demonstrating your distinguishing characteristics and skills as the most qualified officer for promotion.

The CV Cover Sheet is a reflective summary of how you meet the promotion precepts.

The precepts for the coversheet are organized in the following sections:

1. Performance
2. Education & Training
3. Career Progression and Potential
4. Officership (includes Readiness)

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#### **2. Relationship between CV and category benchmark**

The benchmarks are different for promotion at the O-4, O-5, and O-6 levels. It is important to keep abreast of changes in the benchmarks and consider them as you plan and document your career in your CV. Benchmarks are not a checklist guaranteeing promotion, but rather area guide reflecting the types of activities an officer should demonstrate over a career. Additional activities

that demonstrate public health training and participation in PHS activities, and increasing leadership should also be reflected in the CV. Many opportunities exist that officers can cite besides those noted in the benchmarks.

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### **3. Important information to document on your CV**

It is important to document how your performance impacted the mission, goals, and/or objectives within your OPDIV. In order to write good “IMPACT Statements” they should provide answers to the following questions:

1. Solved any problems?
  2. Identified overlooked problems and recommended solutions?
  3. Suggested/implemented new programs, products, or services?
  4. Increased productivity / use of services?
  5. Saved time / money?
  6. Instituted new systems or procedures?
  7. Unique contribution in what way?
  8. Did a particular CEU course or training you completed go above and beyond the basic RD registration requirement?
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### **4. Specific hints for the CV Cover Sheet**

**Name:** Center and bold your name, rank, PHS#, phone number, email and date at the top of the page

**Cover Sheet:**

- Promotion Board requests the first page of the CV to be a Cover Sheet
- Limit the Cover Sheet to one page (subsequent pages will not be reviewed/considered by the promotion board)
- Provides a quick glance and overview of the HIGHLIGHTS of your career
- Categories are benchmark precepts and can not be modified
- There will be some redundancy since this is a summary document

**Performance**

- Highlight most significant activities and show impact of work.
- A more extensive list of activities will be in the CV professional experience.
- List activities that apply to Accomplishments, Leadership, Attributes and Mission Contribution.

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- Limit awards to most recent / highest level award achieved. (last 3-5 years)

### **Education and Training**

- First reflect educational degrees & progress toward additional education
- Limit to highest level of education / degree achieved
- Highlight specific career training activities of significance

### **Career Progression and Potential**

- List (with or without table format) Position Title, Agency/Location, Pay Grade, Billet Level, Pillar Assignment, Dates of Service
- List current position first, then previous positions

### **Officership (includes Readiness)**

- Highlight PHS Support activities and community activities
- State deployment role and summarize list of deployments (name of deployment, dates, deployment role).

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## **5. Formatting Tips**

**Dates:** Should be written consistently. Month and year abbreviations is DEC 10. When only a year(s) is listed, it is reflected as the entire year (2008; 2009-2010, etc.)

**Suggested fonts:** Use Times New Roman for the entire document. Font should be  $\geq 11$  point size for the CV Cover Sheet and  $\geq 12$  point size for the CV.

### **For the CV:**

- Add a footer, which places consistent text in the same place on each page. The footer should be in bold as noted below. Enter this identifying information:

**Dietitian Category CV**

**Date**

**Page X of Y**

**Name**

**PHS #**

- Use page breaks to keep sections on the same page

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## **6. Key points to remember about your CV and eOPF**

Make sure you promote your OPDIV achievements and not just your Corps and PAC accomplishments. You should have a balance of promoting both

Your CV, Officer Statement, and Reviewing Officer Statement should showcase your accomplishments and impact. They should not be a duplicate of each other.

A CV must be updated and submitted annually by December 31<sup>st</sup>. It is a good practice to submit this information prior to December 31<sup>st</sup>.

Fax all pages of the updated CV and CV Cover Sheet to the eOPF. Only the most recent CV and CV Cover Sheet will appear in the eOPF.

Updates of the CV sent to the eOPF after December 31<sup>st</sup>, will NOT be available to the Promotion / Assimilation Boards.

Fax the CV to (301) 480-1436 or (301) 480-1407 for inclusion in your eOPF.

DO NOT INCLUDE photographs, publications reprints, program agendas, summary of COERS, conferences attended medical or personal information

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## **7. Final Checklist for your CV**

- The Cover Sheet is ( $\leq$  1 page) and the CV is error free (be sure to spell check)
- Cover Sheet follows the recommended outline
- Inclusion of Pillar Assignments in the Cover Sheet and CV
- CV has major headings for activities
- Cover Sheet and CV are formatted using bullets
- Use page numbers for your CV (use word processing software HELP function for assistance)
- Cover Sheet and CV are formatted in Times New Roman font. Font should be  $\geq$  11 point size for the CV Cover Sheet and  $\geq$  12 point size for the CV.
- CV includes a detailed account of activities and impact of activities
- Reduce redundancy of information that can be found elsewhere (e.g. information in your PIR)
- Underline function may be used to highlight significant impacts of your activities
- Fax your CV and Coversheet to your eOPF before December 31st