

CV Builder: Adding to your CV



Prepared by
Office for Faculty Advancement
May 2020

Go to Marshall University Joan C. Edwards SOM homepage (<http://jcesom.marshall.edu/>) and select “Faculty/Staff”

School of Medicine Coronavirus Update:
Read for more details specific to medical students and School of Medicine events.

Current Students **Faculty/Staff** Search... 

 **MARSHALL UNIVERSITY**
Joan C. Edwards School of Medicine

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- Faculty Advancement
- QUICK LINKS**
- Dean's Portal
- CME
- Curriculum Committee
- Policies
- New Innovations
- Personnel Advisory Committee
- WebClock
- Cabell Clinics Event Reporting >
- Faculty Database
- Academic Dashboard
- Marshall Health Employee Website

MARSHALL JOURNAL OF MEDICINE
January 2020
Volume 6 • Issue 1
Expanding Knowledge to Improve Rural Health
mds.marshall.edu/mjm

MARSHALL JOURNAL OF MEDICINE
January 2020



Select CV Builder under the Popular column.



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Faculty & Staff

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Tools

- [Academic Calendar](#)
- [Cabell Clinics Event Reporting](#)
- [MUOnline \(Blackboard\)](#)
- [Encounter Log](#)
- [MUSOM Question Bank](#)
- [MUSOM Curriculum Query](#)
- [New Innovations](#)
- [Student Scheduler](#)

Popular

- [Calendar of Room & Equipment Reservations](#)
- [Continuing Medical Education \(CME\)](#)
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- [Faculty Database](#)
- [Faculty Scholarly Activity Log](#)
- [Forms for Faculty](#)
- [Marshall Health Employee Website](#)
- [Mentoring](#)
- [Promotion & Tenure](#)
- [Student Advising/Mentoring Guidelines](#)

Resources

- [Academic & Curricular Resources](#)
- [Clinical Resources](#)
- [Computing & IT Resources](#)
- [Credentialing & Accreditation Resources](#)
- [Faculty Handbook](#)
- [Faculty Policies](#)
- [Faculty Resources](#)
- [Institutional Policies & Committees](#)
- [Research Resources](#)
- [Teaching Resources](#)

Click on the CV Builder boxed link.



CV & Portfolio

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FACULTY ADVANCEMENT

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PROGRAMS

[Academic Citizens Excellence \(ACE\) Program](#)

[CV Builder](#)

- [Academic Portfolio Template](#)
- [Academic Portfolio Presentation \(Video\)](#)

You will then be prompted to enter your username and password *use the same username and password you use to login on the SOM computer.

Login using your MUSOM Account Credentials

User name

Password

Log in

[Return to Main Menu](#)

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Your CV Builder will populate to this page. In order to add Demographics, click on the blue linked Demographics tab.

Faculty List

Find by name:

Search

First Name **Last Name**

[Demographics](#) | [Contact](#) | [Education](#) | [Employment / Experience](#) |
[Certifications](#) | [Licenses](#)
[Memberships](#) | [Honors/Awards](#) | [Committees](#) | [Educational Activities](#) |
[Creative Products](#) | [Patents](#)

Scholarly
Activity

[Print AAMC CV \(PDF\)](#)
[Download AAMC CV \(DOC\)](#)
[Download NIH Biosketch \(DOC\)](#)

The Demographics page will populate. Click on the green “Create New” button in order to add your demographic information.

Faculty Database Logged in as: mooneym [Log off](#)

Demographics

[Create New](#)

Birth Date	Citizenship	Gender	Marital Status	Race/Ethnicity
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An "Add Demographic Data" entry page will populate. Enter the information in each section, then click "Create".

Faculty Database Logged in as: mooneym [Log off](#)

Add Demographic Data

Birth Date

Gender

RaceEth

MaritalStatus

Citizenship

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These same actions may be used to update the subsequent blue tabs (Contact, Education, Employment/Experience, etc.) Simply click on the tab you would like to update and follow the previous actions.

Faculty List

Find by name:

First Name	Last Name
	Demographics Contact Education Employment / Experience Scholarly Activity Print AAMC CV (PDF) Download AAMC CV (DOC) Download NIH Biosketch (DOC)
	Certifications Licenses Memberships Honors/Awards Committees Educational Activities Creative Products Patents

Need Assistance?

Please contact the Office for Faculty Advancement

(304) 691 – 8638

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