

**CDR Jane Doe**  
**PHS #**  
**Duty Station**  
**Address**  
**City, State**  
**Telephone number**  
**Current billet title**  
**Date**

**PERFORMANCE**

**PERFORMANCE ACCOMPLISHMENTS**

- **Performed...**  
PHS Impact:  
Position Impact:
- **Developed...**  
PHS Impact:  
Position Impact:
- **Collaborated...**  
PHS Impact:  
Position Impact:
- **Facilitated...**  
PHS Impact:  
Position Impact:

**PROFESSIONAL EXPERIENCE**

Date                      Most recent Position Title, Agency, Program, City, State  
(from-to)                      Billet title and rating

- Responsible for ...
- Participates with ...
- Monitors and provides ...
- Coordinates ...

Date                      **Previous position(s)**  
(from-to)                      Billet title and rating, if applicable

- Responsible for ...
- Participates with ...
- Monitors and provides ...
- Coordinates ...

## **PUBLICATIONS AND PRESENTATIONS**

Include local and national presentations and publications; list as bullets; may choose to include all publications/presentations over the past 5 years and limit to significant publications/presentations completed prior to that date.

## **EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT**

### **EDUCATION**

Date                      Most recent degree, school, city, state, major

Date                      earlier degree(s)

Include thesis or dissertation title for advanced degrees, if applicable

Postgraduate education/training

Date                      Most recent training

Date                      Earlier training

### **PROFESSIONAL LICENSE(S)/REGISTRATION/CERTIFICATIONS/SPECIAL SKILLS**

(include all that apply; include dates)

- Commission on Dietetic Registration (dates)
- State Licensure (dates)
- Certified Diabetes Educator (date)
- Certified in Adult Weight Management (date)
- Certified Nutrition Support Dietitian (date)
- FADA (date)
- CPR (date)
- BLS (date)
- AED (date)

### **PROFESSIONAL ASSOCIATIONS**

(Include all that apply; include leadership positions in professional associations)

- American Dietetic Association (member since...)
- Dietetic Practice Groups
- American Public Health Association
- Etc.

### **CONTINUING EDUCATION**

Examples:

- Adult Weight Management (list hours of training)
- Diabetes Education (list hours of training)
- Dietetics Continuing Education (list hours of training)
- Basic Project Officer Training (list hours of training)
- Supervisory Training (list hours of training)
- See addendum for additional continuing education

## **CAREER PROGRESSION AND POTENTIAL**

### **CAREER PROGRESSION**

Describe career progression through increasingly responsible positions. Begin with the most current and most responsible position.

- WIC Director (describe setting); dates
- Supervisory Dietitian (describe setting); dates
- Public Health Nutritionist (describe setting); dates
- Community Dietitian (describe setting); dates

### **CAREER POTENTIAL**

Demonstrate increasing levels of responsibility or credentialing.

- Regular Corps Assimilation ... (date)
- Project Director ... years experience
- Certified Diabetes Educator ... (date)
- Clinical Experience ... years experience
- Registered Dietitian ... (date)

### **HONORS AND AWARDS**

- PHS Awards (medals and citations)  
Name of award, date awarded or recommended  
Brief description of the purpose of the award
- Non-PHS Awards:  
Name/type of award, date awarded, organization  
Brief description of the purpose of the award

List should include PHS awards, local awards, agency awards, outstanding performance awards, etc. You may include exceptional capability promotion in your lists of awards

## **PROFESSIONAL CONTRIBUTIONS AND SERVICE TO THE PHS COMMISSIONED CORPS**

### **MOBILITY**

- Arizona dates  
(Community Dietitian)
- Oklahoma dates  
(Diabetes Program Director)
- Deployment Activities dates  
(describe deployment activities)

### **PHS SUPPORT ACTIVITIES**

List any official PHS activities in which you were a direct participant, such as: deployment, promotion, assimilation, call-to-duty boards, revitalization committees, SG Ad Hoc Committee, D/NPAC. Include dates, location if relevant, and responsibilities/accomplishments

## **CIVIC, COMMUNITY, and OUTREACH ACTIVITIES**

### **EXAMPLES:**

- Facilitator for the ... support group
- Judge ...
- Planning Committee member
- Assisted with serving Christmas Dinner for ...
- Diabetes Education Booth, Anadarko Indian Health Center Wellness Walk & Health Fair, November 2001
- Team Captain, America's Walk for Diabetes
- Diabetes Education Booth, (name event)

## **DEPLOYMENT READINESS**

- CCRF Deployment Status
- BLS Training
- Immunization Status
- Fitness Testing
- Training Modules

## **CURRICULUM VITAE ADDENDUM**

### **CONTINUING EDUCATION**

Date

Course Title

Outcome