

SEMBio CV Checklist

CONTACT INFORMATION

- ☐ Is your name, degree, and contact information clearly identifiable?
- ☐ Is your address (full address, or at least city and state) included?
- ☐ Is your phone number included?
- ☐ Is your professional email address included?
- ☐ Is your LinkedIn URL included?

PROFESSIONAL EXPERIENCE

- ☐ If including a summary statement, is it clear, concise, and relevant to the position you're applying for?
 - Does it highlight the skills, qualities, and value you would bring to the position?
- ☐ Is your experience listed in chronological order with the most recent position listed first?
 - If multiple titles held at single employer, list with most recent title first
- ☐ Do all positions include start and end dates (month/year)?
 - If multiple titles held at single employer, list each with coordinating start/end date
- ☐ Does each position listed include a title, company name, and location (city, state)?
- ☐ Does each position listed include product(s) supported and states/geography covered?
- ☐ If applicable, is your launch experience mentioned?
- ☐ Does each position listed include experiences, accomplishments, and accolades?
- ☐ Does each activity begin with a powerful action verb?
- ☐ Does each activity have quantified/qualifiable results when possible?
- ☐ Are examples from your professional experience included that are relevant to the role?
 - Additional responsibilities, project involvement, thought leaders/key sites visited

EDUCATION AND PUBLICATIONS

- ☐ Are your degrees listed in order of highest degree first?
- ☐ *Optional*: Does each degree listed include a graduation year?
- ☐ Is the full institution name and location (city, state) listed for each degree?
- ☐ Are any additional relevant licenses or certifications listed?
- ☐ Are your publications listed with appropriate citations?

ADDITIONAL ITEMS TO CONSIDER

- ☐ Do you have volunteer or leadership activities that would be relevant to the role?
- ☐ Do you have any unique value adds such as language skills, technical expertise, or certifications?
- ☐ Do you have any relevant honors and awards earned that would demonstrate value?
- ☐ Have you notated explainable changes, such as acquisitions or layoffs, etc?
- ☐ Have you notated relevant professional associations, memberships, or affiliations?

FORMATTING

- ☐ Is your CV well organized and consistent with headings, use of bullets, bold, and italics?
- ☐ Are there any misspellings or grammatical errors?
 - Double check the spellings of products, disease states, and company names
- ☐ Does your CV have easily readable, consistent fonts and font sizes?
- ☐ Is punctuation consistent throughout the document?