Tips on How to Prepare Your Application Materials

1. How do I prepare my curriculum vitae (CV)?

There are many different formats for curriculum vitae. One sample is included in this section. The purpose of a CV is to provide a succinct summary of your professional career. A good CV will concisely convey to a reviewer the breadth and depth of your experiences, training and interest. It need not include every area of interest. To a certain extent, a CV is written for and tailored to the position for which you are applying. Use your best judgment to determine if the items included in your CV add to your candidacy for the position in question. Keep in mind that, for purposes of this process, your CV must be limited to one page front and back.

2. What do I include in a letter of interest?

The purpose of a letter of interest is to help the reviewer. A letter of interest should convey a sense of your personality, personal integrity, knowledge of the position and your writing skills. At the very least, your letter of interest should express your enthusiasm for the position. Your letter should convey a sense of your (1) personality, (2) personal integrity, (3) level of interest in family medicine, (4) knowledge of and enthusiasm for the position, and (5) communication skills.

3. What kinds of comments are helpful in the chapter letter?

Essentially, we need to know that the constituent chapter president and executive acknowledge and support your candidacy. Any observations that your constituent chapter president or executive make regarding your involvement in constituent chapter activities can be extremely helpful to your candidacy. Constituent chapter letters *must be on chapter letterhead*.

If you don't know your chapter officials well, make a point of contacting them to discuss your interest in the position. (Refer to the resources section for the current constituent chapter directory.)

4. How do I get a letter from the chapter if I've just moved to a new state?

We recognize that it may be awkward to obtain a letter of endorsement/nomination from a person who doesn't know you. We strongly encourage you to make some personal contact with the chapter executive. If you were known to the chapter executive in your previous state of residence, it may be very helpful to request that individual contact your new chapter executive to encourage consideration of your candidacy. Chapter contact information is available at: http://www.aafp.org/cgi-bin/chapterlookup.pl.

5. Why is it important to obtain a letter of recommendation from the residency program director, recognition from the dean's office and a letter from a pre-doctoral director or other knowledgeable faculty?

Letters from these sources provide an assessment of your qualifications and potential. More importantly, requiring this communication helps to ensure that the issue of time away from your program or school has been discussed.

In making your request for letters of recommendation or completion of the special dean's form (see Student Participation in AAFP Leadership Activities in the application section), it is helpful to include specific information about the position you are seeking and how this opportunity relates to your education. It is also worth noting how you plan to share information gathered from meetings (e.g., volunteer to present during a brown bag lunch, grand rounds, etc.). Letters of recommendation *must be on the institution's letterhead.*

6. Where do I send my materials?

Check the application form for directions on submitting your materials and the deadlines. If you are running for an elected AAFP position or applying for FMIG Regional Coordinator or the American Medical Association, North American Primary Care Research Group or *Annals of Family Medicine* Editorial Board positions, send your materials directly to the Academy.

If you are applying for a commission position, send your materials directly to your state chapter. Resident and student appointments to Academy commissions are parallel to the process used for all active member appointments. These appointments are made following nomination from the constituent chapter. If you plan to apply for a commission appointment, contact your chapter immediately to confirm the deadline for submitting your materials to the chapter.

Sample Format for Curriculum Vitae can be found online at www.aafp.org/getinvolved - Section 6 - Helpful Hints

Sample Format for Curriculum Vitae

Name

Home Address, Phone, E-mail

Business Address & Phone

Education

Name of Residency City, State Degree	Dates of Attendance
Name of Medical School City, State Degree	Dates of Attendance
Name of Undergraduate School City, State Degree	Dates of Attendance

Employment

Name and Nature of Positions Name of Organization or Company City, State	Dates of Experience

Professional Affiliations

Include professional organizations to which you belong and positions held.
Be sure to list all Academy positions you have held-local, state and national levels.

Publications

"Name of Article," Name of Authors, Volume (edition), Page numbers and Date of Year.

Research

Name and Nature of Project	Date, Month

Community Activities

List hobbies, interests, extra-curricular activities

Awards & Honors

Name of Award	Date