

**Professional Development Framework/Role Specific Advancement Model
Application Portfolio
Resume Instructions**

A resume is a factual, chronological synopsis of professional education, employment and activities. It forms the context for other information contained in the portfolio. The resume submitted for advancement should include specified sections, as described below.

Resume Instructions		
NOTE: Please utilize ALL of these major headings as you create your resume. If you do not have anything to place under one of the headings, simply leave it blank. Include applicable dates wherever possible.		
1	Formal Education (all formal postsecondary education)	List your educational background including schools attended with degree(s) completed and/or projected completion date.
2	Licenses and Certifications	Include CURRENT license information and CURRENT professional certifications. (Do NOT include certification preparation courses or future intention to become certified in this section.)
3	Professional Employment History	Include hospital/institution, dates of service, title, name of unit/area worked and specialty. Briefly describe the patient population(s). Describe the job responsibilities of each position including any additional roles (charge nurse, preceptor, etc.).
4	MM Committees and Activities (including unit/clinic)	List your membership in Michigan Medicine committees and describe the committee along with your specific committee activities.
5	Professional Society/Organization Memberships	Identify memberships in professional organizations, including years of membership and any roles you want to highlight.
6	Continuing Education Participation over the past 2-5 years	List your continuing education during the last two to five years. Include the title, date attended, credits and institution provider.
7	Presentations	List all inservices, lectures and continuing education (CE approved) presentations made in the last five years. Include poster presentations at the unit, institutional, state, national or international level. List title, organization, location and date.
8	Publications and Unit-Based Tools	List all of your publications. Include articles in journals, books, or newsletters; authorship of policy and procedures, patient education materials, and unit-based tools, etc.
9	Awards and Professional Honors	Include unit, hospital, academic, and organizational recognition, awards, or honors.
10	Innovation, Research, Continuous Quality Improvement	List any evidence-based innovations and research projects you have completed, and/ or any Continuous Quality Improvement (CQI) projects you have been involved with at the unit/clinic or department level.