

Curriculum Vitae instructions for template use

Utilize the template on the following page for CV submission to CVTS

List requested items as bullet points under the heading

It is acceptable to remove items not utilized from this template, as well as to add items as needed to the end of this document

Appendix should include diploma, references, continuing education worksheet & skills list

- **Education**
 - List VT school, accreditation body (i.e. AVMA) and year graduated
 - Provide proof of graduation in the appendix
 - List any other college degrees held and year graduated
- **Credentials**
 - List credentials (RVT/CVT/LVT), state & original date of credentialing
 - Provide proof of current credentials to practice as a veterinary technician in the state, province or country in which you are currently employed or as legally required
 - List any additional Title(s) including VTS and year obtained
- **Work experience**
 - Limit to last four jobs or past 10 years, whichever is first met
 - List job title/position, place of employment, years employed
 - List % in practice category of the proposed Academy
- **Professional Testing**
 - List as applicable, such as VTNE, VTS examination
- **Professional memberships**
 - List, include NAVTA number, state VTA, VTS Academy(s), societies, etc.
- **Scholarly works, Peer reviewed work, teaching/lecturing, & speaking experience**
 - List title, chapter/section & year published
 - List courses by subject and date(s)
 - List speaking by subject, venue & date
 - Relevant to specialty
 - Limit to last 5 years
- **Research, grants, fellowships**
 - Relevant to specialty
 - Limit to last 5 years
- **Consulting**
 - Relevant to veterinary technology or specialty
- **Awards and honors**
 - Relevant to veterinary technology or specialty
- **Continuing Education**
 - 40 hours in specialty within the 5 years prior to submitting the petition
 - List Title, presenter, venue and date
- **Related extracurricular activities**
 - Relevant to veterinary technology or specialty
- **References**
 - Provide 2 references, include a 1 page per person reference to CV form
 - Ideally name of diplomate in specialty
 - Ideally name of VTS in any specialty
- **Skills**
 - Skills related to specialty

Curriculum Vitae

Name
Address
Contact numbers
E-mail
NAVTA Membership #

Education

-

Credentials

-

Work experience

-

Professional testing

-

Professional memberships

-

Scholarly works

-

Scholarly work, peer reviewed work

-

Teaching/Lecturing

-

Speaking

-

Research

-

Grants and fellowships

-

Consulting

-

Awards and honors

-

Related extracurricular activities

-

Appendix

Diploma

References

Continuing Education Worksheet

Skills