



BRIDGE to Your Golden Opportunity: Crafting a CV for ACG's Advanced Practice Provider Clinical Excellence and Distinguished Teaching Awards

Being nominated for the **ACG Advanced Practice Provider Clinical Excellence** or **Distinguished Teaching awards** is a career milestone. If you are being asked to submit a CV for an ACG award nomination it likely means that you are a seasoned Advanced Practice Provider (APP) in gastroenterology and hepatology, and have spent years contributing to clinical care, education, or leadership. Your **curriculum vitae (CV)** is not just a formality, it is your professional blueprint—documenting the scope, impact, and legacy of your work.

Creating a comprehensive, detailed, and well-structured CV ensures your achievements are recognized and accurately reflect your contributions to the field. The guide below, built around the BRIDGE mnemonic, was specifically designed to help APPs organize their experiences, highlight meaningful impact and strategically present their work in a way that aligns with ACG award criteria.

B – Build and Brainstorm Your Biography

Start by gathering **all** information that demonstrates your clinical, educational, and professional excellence. For ACG award applicants, your CV should go beyond a traditional employment record—it should **capture your influence and leadership** at institutional, regional, and national levels.

Include:

- **Education, Degrees, and Training:** including advanced certifications or fellowship training
- **Clinical Appointments and Roles:** emphasizing clinical excellence, patient outcomes, and innovations in care delivery
- **Leadership Roles:** hospital committees, task forces, quality improvement initiatives, professional society service, or program directorship role (local, regional, national)
- **Teaching Contributions:** APP fellowships, preceptorships, student mentoring, APP mentoring, new curriculum development, educational standards, or continuing education presentations. Although teaching all learners is important; to be considered highly for the ACG award, it is important to highlight the teaching you have done in Gastroenterology and Hepatology specifically.
- **Research and Scholarly Work:** publications, abstracts, posters, or invited talks at national meetings

- **Program Development:** initiatives that expand or improve APP practice (e.g., creating clinical protocols, developing new service lines, or designing APP onboarding/fellowship programs). Highlight how these improve patient care.
 - **Community and Advocacy Work:** patient education, outreach programs, or initiatives that elevate APP visibility or impact
 - **Awards and Honors:** institutional, regional, or national recognition, including nominations or special distinctions
 - **Testimonials, Endorsements, and Reviews:** letters, reviews, and excerpts from patients, peers, supervisors, or students (especially valuable for the *Distinguished Teaching* and *Clinical Excellence* awards)
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R – Research Resources and Expectations

Review ACG’s award criteria and past award recipients to understand what distinguishes exemplary candidates. Visit gi.org and consult ACG’s APP Committee resources for guidance.

Use professional tools to structure your CV:

- **AAPA and ACG Templates:** maintain professional consistency
- **Resume.io** or **Microsoft Word templates** for clean formatting
- Some organizations, especially Academic Health Centers, may require a specific format. These are generally extensive and likely appropriate to submit with the award nomination.

Remember: for awards, *more detail is better*. List all relevant achievements with clear dates, locations, and outcomes.

I – Identify Your Purpose and Impact

Your CV should clearly convey **why your work matters**. For each section, consider:

- What impact have you made on **patients, peers, or the profession**?
- Have you advanced APP practice, improved outcomes, or created new educational or clinical standards?
- Have you contributed at an **organizational, regional, or national level**?

For teaching-focused applicants, highlight measurable outcomes—improved trainee performance, curriculum adoption, publications on educational methods, or peer recognition for mentorship.

Include a short **personal statement** or **summary of professional philosophy** at the beginning of your CV, aligning your contributions with ACG’s mission to advance patient care and professional excellence.

D – Design and Detail with Purpose

An award CV should be **comprehensive, organized, and precise**. Use clear headings and consistent formatting. Avoid abbreviations unless universally recognized. Accomplishments should be listed in chronological order and be consistent throughout each section.

Suggested Sections:

1. **Contact Information**
2. **Professional Summary or Statement of Impact**
3. **Education and Training**
4. **Licenses and Certifications**
5. **Clinical Experience** (include patient volume, innovations, quality improvement work)
6. **Leadership and Service** (committees, regional/national society involvement, conference participation)
7. **Teaching and Mentorship** (students, APPs, interprofessional education, curriculum development, simulation training)
8. **Research, Publications, and Presentations** (peer-reviewed articles, posters, invited lectures)
9. **Program or Curriculum Development** (e.g., APP fellowships, onboarding programs, educational standards)
10. **Awards and Honors** (include nominations, institutional recognitions, or distinctions from peers and organizations)
11. **Testimonials or Letters of Support** (optional section, included as an appendix, for the *Distinguished Teaching* award)
12. **Community and Professional Outreach**
13. **References**

Order sections strategically—highlight **teaching** for the *Distinguished Teaching* award or **clinical excellence and innovation** for the *Clinical Excellence* award.

G – Gain Credibility Through Authenticity and Evidence

Your CV should read as both factual and compelling. Avoid inflated language; instead, demonstrate excellence with **evidence**:

- Quantify impact (e.g., “Developed curriculum adopted by three regional institutions,” “Mentored over 40 APPs now in leadership roles”).
- Include links or citations to published work, presentations, or media coverage.
- For educators, include **testimonials** or **evaluation summaries** from learners or colleagues.
- For clinicians, include reviews from patients and peers.

Keep the tone professional and confident, ensuring the final document reflects your unique journey and commitment to advancing gastroenterology practice.

E – Engage and Evolve

After finalizing your CV, have a mentor, colleague, or prior award recipient review it for clarity and completeness. Submit along with any requested nomination materials and letters of recommendation.

Maintain your CV as a **living document**—update it with new achievements, presentations, or professional contributions. It will not only support this award application but also serve as a record of your professional evolution with new achievements, presentations, or professional contributions.

References

- Gallagher JC, Wodlinger Jackson AM. *How to write a curriculum vitae*. Am J Health Syst Pharm. 2010;67(6):446–7.
- Gottlieb M, Promes SB, Coates WC. *A guide to creating a high-quality curriculum vitae*. AEM Educ Train. 2021;5(4):e10717.
- gi.org – American College of Gastroenterology
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