The CEP is not meant to duplicate the CV (there should be minimal areas of overlap).

CEP content should be listed in chronological order and should be consistent with content of the CV.

Be concise, but give as much detail as necessary to provide understanding to non-clinical reviewers. Full sentences are not necessary.

Keep track of all you do. Do not undervalue your contributions.

Keep you CEP updated in “real time”.
   Include date to reflect most recent update

Review the CEP with your division chief and/or mentor.

Formatting:
   Avoid numbered lists of items or numbered outline
   May use indents as necessary
   Use ½ inch margins
   No need to repeat demographic data that is included on the CV