

Personal Statement Guidelines

A personal statement is crucial for your appointment as it provides an opportunity to reflect on your clinical, research, and education contributions. Personal statements enable you to transform a two-dimensional CV into a document that communicates significant trends and accomplishments to those reviewing the application package. The personal statement should be less than 3 pages and should include the sections listed below. **Please do not copy here the tables from your CV. This document should expand on the information that you already have on your CV.**

Introduction

Provide a brief introduction of yourself, including your education and training.

Clinical Focus and Achievements

Describe your clinical career trajectory providing information about your area of expertise and your achievements.

Teaching and Educational Leadership Experience

Describe the types of teaching you have done (didactic; mentoring; clinical teaching) as well as your administrative leadership roles in teaching, including achievements.

Research/Scholarly Work

Describe your research interests and focus, research activities, and research career trajectory. Include a brief description about your grants, publications, presentations, etc.

Administration and Committee Service

- Describe your Clinical leadership/administrative role and highlight accomplishments.
- Describe your membership on clinical committees for **the hospital**, including your role on the committee (i.e., member or chair) and **Specific contributions** you have made to the committee, goal of the committee and improvements the committee has enacted. Include status of project and if available, measurements of quality improvement used and results.

Local/Regional/National/International Reputation and Service

Describe your **specific contributions**, including your role, you have made to **the external** committees (in local, regional, national, and/or international associations), goal of the committee and improvements the committee has enacted.

Future Goals

Describe your future goals as they relate to your role as a clinician, researcher, and educator.