



How to Modernize Your CV with a Digital Portfolio

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Digital Portfolio is a dynamic collection of your professional information in an electronic format that highlights your best work and can include a variety of media, such as images, video, spreadsheets, slide presentations, and articles.

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- 1. Make your CV a living document.**
- Save your CV in cloud storage, such as Google Drive, Dropbox, or Box, so that you can update it regularly and quickly wherever you are.
 - Consider sharing access with your administrative support to help keep your CV current.
 - Include any form of media that can help tell your story. This may include mainstream media coverage, interviews, and social media if used professionally. Do not limit your documentation to only peer-reviewed articles.
 - Embed hyperlinks in the CV to source material, allowing readers to access the articles quickly.
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- 2. Create a brief bio to share.**
- A CV can be too long and arduous to decipher the pertinent aspects that describe you.
 - Develop a brief bio to share with someone who will introduce you for a talk or can be used across all your media platforms. This same bio can be included in your university or hospital profile, LinkedIn, ORCID, ResearchGate, or Doximity.
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- 3. Consider adding metrics to your CV to support the impact you have in the field.**
- Add an **Attention Score** (e.g., Altmetric, PlumX) for your articles, which is a popular way that journals now present the amount of lay press and social media attention an article is receiving.
 - For researchers, metrics that may support your research impact and can be added to your bio are **RG Score and h-index**. The RG Score is specific to ResearchGate and considers your scientific reputation based on publications, citations, and engagement on the platform. The h-index, developed by physicist Jorge Hirsch, factors in the number of articles published and the number of citations per article.
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- 4. Social media digital portfolios.**
- **LinkedIn** is more frequently used in business and can serve as a platform for recruitment, networking, and blogging. The organization and features of LinkedIn make it arguably the platform most suitable for a digital portfolio.
 - **Doximity** is a networking and blogging platform for healthcare professionals that also serves as an online CV. Much of the information is pre-populated from the public record (e.g., medical school, board certification, hospital privileges) and used by U.S. News. Doximity has a profile for you already, so it is important that you claim it and update it.
 - **ResearchGate** gives researchers a platform to contact other researchers regarding manuscripts and receive feedback on ongoing and recently published research.
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- 5. Update all media platforms.**
- Google yourself and see what information shows up. It is important to take control of these search engine results and create your own narrative by producing and updating content.
 - Media platforms that commonly appear first should include your school's website, hospital's website, Doximity, LinkedIn, and ResearchGate, if you are active on these platforms.
 - Have an updated and professional headshot photo. Consider using it across all platforms.