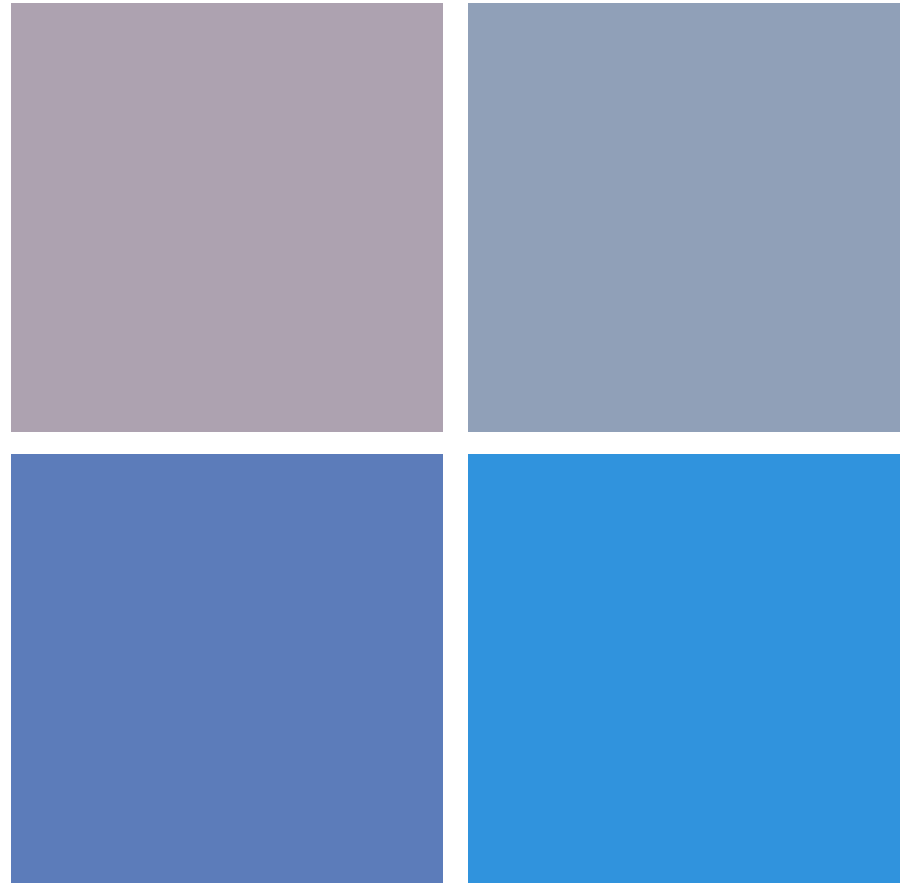


# + Curriculum Vitae Writing 101

How to Make Your Medical  
Student CV Stand Out



Published by the office of National SOMA  
Professional Development Director & Public Relations Director

# CV vs. Resume

+

What is a curriculum vitae really?



# Resume vs CV



## Resume

- “Summarizes” your experiences
- Short, concise (2 pg max)
- Applications for
  - Specific Job
- Relevant to position only
  - Education
  - Relevant/Tailored Skills
- Traditional categories

## Curriculum Vitae

- “Details” your professional career
- Multiple pages, no max
- Applications for:
  - Academic, Medical fields
  - Grants, Awards
- Career biography
  - Education
  - Experiences
  - Publishing/Presenting

# Keep in mind...



This SOMA presentation is only  
one approach toward CV writing

# Build Your CV

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Gain success and lose the stress.

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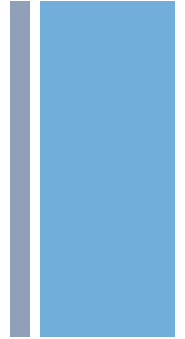
# What Can a Great CV Do For You?



- Not only can a great CV make you **stand out**, it can **simplify applications**, and **flaunt your accomplishments and diversity!**
  
- You can use your CV for **more than just** residency applications
  - Residency/fellowship program applications
  - Audition Rotations/Away Electives in Year 4
  - Licensure
  - Academic Positions
  - Grant Proposals
  - Research Proposals
  - Conferences



# Pick a Template



- There are many styles of CV Templates available:
  - [Association of American Medical Colleges](#)
  - [Medical College of Wisconsin](#)
  - [The Ohio State University](#)
  - [Harvard Medical School](#)
  - [University of Washington School of Medicine](#)
  - [University of California, San Francisco](#)

# + Pick a Template

**John E. Medical**  
12345 FIRST STREET • IOWA CITY, IA 52245  
PHONE 319-123-3455 • E-MAIL JOHN-E-MEDICAL@UIOWA.EDU

---

**EDUCATION**

August 2001 – present  
University of Iowa College of Medicine

- Doctor of Medicine, anticipated May 2006

August 1997 – May 2001  
Simpson College, Indianola, IA

- Bachelor of Arts, Biology, *cum laude*

September 1998 – January 1999  
Mercy College of Health Sciences, Des Moines, IA

- Emergency Medical Technician – Basic

---

**PROFESSIONAL EXPERIENCE**

Fall 2003 – present  
Lippincott Williams & Wilkins  
*Reviewer*

- Review texts and manuscripts that are being edited for publishing

February 2003 – February 2004  
University of Iowa Hospitals and Clinics  
*Pathology Externship*

- Rotated on surgical pathology, autopsy, and electives including hematopathology, cytopathology, and immunopathology to gain fundamental experience in pathology

June 1999 – August 1999  
Sacajawea Girl Scout Camp, Boone, IA  
*Camp Medical Staff*

- Gave out prescription medications to the campers, treated basic medical needs as necessary, and organized medical information on all the staff and campers

---

**TEACHING EXPERIENCE**

September 2003 – May 2005  
University of Iowa College of Medicine  
*Tutor to Medical Students*

- Tutored second year medical students in their pathology course, and in their preparation for the USMLE Step 1 exam

May 1998 – August 1998  
Science Center of Iowa, Des Moines, IA  
*Summer Intern*

- Taught a variety of science subjects in a fun environment to children aged 8-13

**GEORGIA WASHINGTON**  
99 Johnson Drive Shawnee  
Mission, KS 66202 (913)  
555-9876  
washington@ku.edu

**EDUCATION**

2006–Present  
**University of Kansas School of Medicine, Kansas City, KS**  
Doctorate of Medicine, Anticipated 2010

1999-2003  
**University of Missouri–Kansas City (UMKC), Kansas City, MO**  
Bachelor of Science in Psychobiology

**RESEARCH**

2009  
**Department of Obstetrics/Gynecology, KU School of Medicine**  
Mucin Gene Research—Mentor Name, Title and Department

Evaluated the human mucin (MUC) gene and its effect on endometrial cells; reviewed patient charts, extracted data of patients with a history of endometrial cancer, and entered data into database.

2009  
**Department of Obstetrics/Gynecology, KU School of Medicine**  
Placenta Previa—Mentor Name, Title and Department

Led retrospective trial evaluating incidence of placenta previa in patients with prior cesarean sections versus prior trials of labor.

2002–2003  
**Department of Psychology-Behavioral Neuroscience, UMKC**  
Neuronal Degeneration—Mentor Name, Title and Department

Examined neuronal degeneration in embryonic rat brains and assisted in the mapping of degeneration patterns.

**PUBLICATIONS**

Name, **Your Name**. Etanercept exerts beneficial effects on articular cartilage biomarkers of degradation and turnover in patients with ankylosing spondylitis. *Journal of Rheumatology*. 32(10):1911-7, October 2008.

Name, **Your Name**, More Names. Results from an open-label extension study of etanercept in ankylosing spondylitis. *Arthritis & Rheumatism*. 51(2):302-4, April 2007.

Name, **Your Name**, More Names. Cytokines in the seronegative spondyloarthropathies and their modification by TNF blockade: a brief report and literature review. *Annals of the Rheumatic Diseases*. 62(12):1128-32, December 2006.

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# + Pick a Template

234 CHESAPEAKE WAY, UNIT 111 • NORFOLK, VA 23506  
PHONE 757.555.0000 • E-MAIL ANNEBODY@EVMS.EDU

## ANN E. BODY

### EDUCATION

Aug 2006 Eastern Virginia Medical School (EVMS) Norfolk, VA  
M.D., Anticipated May 2010

2002–2006 University of Virginia Charlottesville, VA  
B.S. in Human Biology with honors  
• Concentration: Pathogenesis and Immunity

### HONORS AND AWARDS

2009 Gregg Upshur County Medical Society Medical Student Scholarship  
• Competitive academic scholarship

2008–present Honors Research Program

2007 Outstanding Community Service  
• Dermatology Interest Group, EVMS

2005 University of Virginia Unrestricted Endowed Presidential Scholarship  
• Competitive academic scholarship

2002–2005 Alpha Phi Sigma Premedical Honor Society  
• Member in Mentorship Program

2002–2004 Gamma Beta Phi Honor Society

2002–2006 University Honors, University of Virginia

### RESEARCH EXPERIENCE/PRESENTATIONS

2008–present George C. Fox, Ph.D., Faculty Mentor  
Department of Surgery, EVMS

#### Honors Research Program

- Project: A comparison of the effect of oxidative stress on Melanoma cell morphology

May–June 2007 Morgan J. Adams, M.D., Ph.D., Faculty Mentor  
Department of Plastic Surgery, EVMS

#### Medical Student Summer Research Program

- Project: The effect of liposuction on weight gain: A comparison across the age of donors
- Poster Presentation: Medical Student Summer Research Program, EVMS

## JOHN E. APPELESEDE

1111 Coventry Road  
Cleveland Heights, OH 44118  
216-555-1234

54321 Country Lane  
Harrisburg, PA 17103  
japplesede@cwru.edu

### Education

Case Western Reserve University School of Medicine, Cleveland, OH 2006–Present  
M.D. Candidate, Class of 2010

- **Awards:** Trustee academic scholarship

Case Western Reserve University, Cleveland, OH May 2005  
Post Baccalaureate Certificate

Miami University, Oxford, OH May 2003  
BS in Economics

- **Minor:** Market and Management
- **Awards:** Dean's List, Dean's List with Distinction

### Medical Activities & Service

CWRUM Office of Community Service 2006–Present

A student-run community outreach effort of the School of Medicine. This program offers students and faculty the opportunity to practice their clinical skills while providing screening service and health education to underserved urban communities. Services include a free weekly clinic and eight annual health fairs.

- Tower City Health Fair, Cleveland, OH January 2007
- Ohio City Health Fair, Cleveland, OH October 2006
- Performed blood-glucose measurements via fingerstick
- Consulted patients regarding their blood sugar reading

- Shoreway Clinic Volunteer, Cleveland, OH October 2006
- Took histories and vital signs of patients

CWRUM Academic Society Program – Asclepius Society 2006–Present

This program is a collaborative effort between students, faculty and administration to foster peer-teaching of clinical skills, enhance teamwork, and provide students with leadership, research, and community service opportunities.

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# Organizing your Layout



- All templates include **sections/groupings**
  - **Sections** showcase distinct aspects of your professional life.
    - Examples: Professional Activities, Professional Memberships, Awards & Recognitions, Education, Research, Community Outreach, Extracurricular Activities, etc...



# Sections To Consider



- Education
- Healthcare Experience
- Professional Activities
- Professional Memberships
- Leadership
- Research
- Certifications
- Awards & Recognitions
- Volunteerism / Community Outreach / Community Service
- Hobbies / Extracurricular Interests / Language Fluency



# Section Specifics



## Education

- Undergraduate
- Post Baccalaureate
- Masters
- Ph. D.

## Healthcare Experience/Employment

- RN
- EMT
- Medical Sales
- Drug Representative



# Section Specifics



## Professional Activities

- Conferences
- Leadership positions
- Projects / collaborations

## Professional Memberships

- AOA
- State Osteopathic Medical Association (POMA, FOMA)
- SOMA
- ACP, ACOFP, SAAO ...



# Section Specifics



## Research

- Include anything published with your name on it
  - Posters
  - Articles
  - Papers

## Certifications

- ACLS
- HIPPA
- Wilderness First Responder
- Erikson Institute Early Childhood Education



# Section Specifics



## Awards & Recognition

- Scholarships
- School awards
  - Dean's list
  - Student of the month
- Student-organization awards
  - Officer of the Year
  - New-Member Award

## Community Service

- SOMA Convention  
Community Outreach  
Projects
- AOF/OMED Helping  
Hands
- AOF Human Touch  
Project



# The 5 C's of CV Writing



- **Clear:** Well-organized, content flows well
- **Concise:** Include relevant and necessary information
- **Complete:** Includes everything you need to show qualifications
- **Consistent:** Use consistent design, fonts, layout
- **Current:** Keep up to date, update at least annually





# Organizing the Details



- Add each activity in **reverse chronological order**
- Use **action verbs** as the first word of each explanation of skill
- Order the **most impressive** descriptions/information of each activity first
- Don't just list your duties – **sell your skills!**



# Having Trouble Finding the Right Verbiage?



created instructed analyzed produced negotiated  
designed calculated maintained administered  
controlled reviewed consolidated delivered  
founded increased studied invented supplied  
detected programmed recommended distributed  
developed solved prepared installed selected  
arranged formulated solved started



# Questions to Ask Yourself



- Are categories clearly labeled?
- Is it easy to find sections of interest for admissions committee members?
- Avoided using acronyms?
- Proofread to eliminate typographical errors?
- Has your advisor and at least one other person reviewed and critiqued it?



# Last but Not Least!



## DO NOT

- Fake or embellish
- Include birthday, race, SS#, political affiliation, marital status

## DO CONSIDER

- Is this experience relevant and showcase my talents in the right way?
- Does this paint an appropriate picture of an ideal candidate?
- Keep your CV up to date and comprehensive!



# Your Questions and Ideas are Always Welcome

**National Professional Development Director**  
[ProfessionalDevelopment@studentdo.org](mailto:ProfessionalDevelopment@studentdo.org)

**National Public Relations Director**  
[PR@studentdo.org](mailto:PR@studentdo.org)