

SOMA CV BUILDER

A SOMA Professional Development Service

WHAT THIS TOOL CAN DO

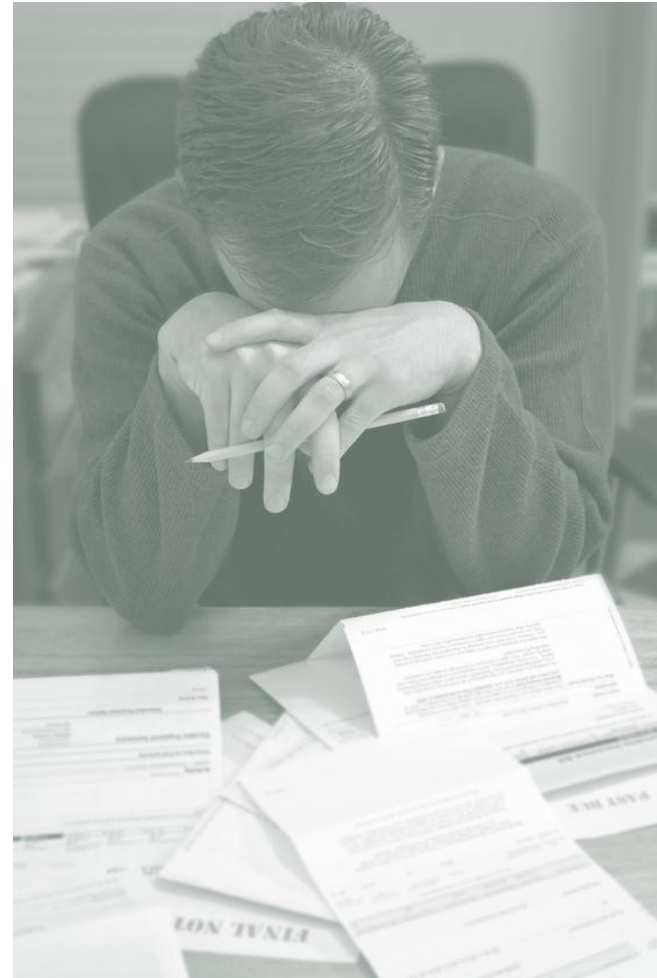
Gain success and lose the stress.

Top 5 Uses of the SOMA CV Builder

1. Build your best *curriculum vitae* (CV) [SLIDE 11](#)
2. Easily populate **program applications** [SLIDE 20](#)
3. Simplify **scholarship submissions** [SLIDE 20](#)
4. Track **Touch Points** [SLIDE 8](#)
5. Store **Sigma Sigma Phi (SSP) hours** [SLIDE 8](#)

Why All the Stress?

- Why do these forms cause us all such stress?
 - Scholarships,
 - Major professional applications,
 - Resume / CVs, etc...
- Mostly, the stress comes in the form of **Recall Overload**.
- In order to accurately represent oneself, hours of research are needed:
 - Search of past emails,
 - Scouring old calendar entries,
 - Racking the brain to think what month that service activity took place, etc...



Gain Success – Lose the Stress

- **Eliminate the stress** by eliminating the total reliance on memory recall.
- To achieve this, **track activities as-you-go**
- After each professional activity, **make a simple 1-minute entry.**

SOMA CV BUILDER -- with Touch Point & SSP Tracking
 Created and maintained by the office of SOMA National Professional Development: ProfessionalDevelopment@studentdo.com

KEY			Hours	Touch	SSP
Date	Club/organization	Event			
	COMMUNITY ADVOCACY				
	PROFESSIONAL ACTIVITY				
	EDUCATIONAL MILESTONE				
	PROFESSIONAL RECOGNITION & AWARD				
7/25/2012	Lake Erie College of Osteopathic Medicine (LECOM)	Matriculation: Doctor in Osteopathic Medicine, Class of 2016	178	14.5	1
8/1/2012	American Osteopathic Association (AOA)	Gained membership			
8/1/2012	Pennsylvania Osteopathic Medical Association (POMA)	Gained membership			
8/15/2012	Student Osteopathic Medical Association (SOMA)	Gained membership			
8/15/2012	Student American Academy of Osteopathy (SAAO)	Gained membership			
9/1/2013	Mentoring Club	Gained membership			
9/7/2013	Mentoring Club	YMCA Youth Mentoring	1	1	
10/19/2012	Student Osteopathic Medical Association (SOMA)	Blood Pressure Screening Event for Health Fair, student volunteer			
1/17/2013	Student Osteopathic Medical Association (SOMA)	Elected to LECOM SOMA Board of Directors, Community Outreach Director			
2/6/2013	Mentoring Club	YMCA Youth Mentoring	1	1	
3/1/2013	Student Osteopathic Medical Association (SOMA)	2013 SOMA Spring Convention			
3/6/2013	American Osteopathic Association (AOA)	D.O. Day on Capital Hill	8	8	
6/1/2013	Conemaugh Health System	Family Medicine, Summer First-Year Clinical Experience			
7/1/2013	Sarnoff Cardiovascular Research Foundation	Sarnoff Cardiovascular Research Foundation Fellowship Program, 2013 Fellow	160		
7/24/2013	Student Osteopathic Medical Association (SOMA)	Creating Preventive Medicine Interest Group poster & flyers	6	3	
9/3/2013	Sigma Sigma Phi (SSP)	Gained membership			
9/28/2013	Student Osteopathic Medical Association (SOMA) Foundation	Community & Preventive Medicine Scholarship, 2013 Recipient			
10/30/2013	Sigma Sigma Phi (SSP)	Community Blood Service: Blood Drive participant	1	1	1
11/6/2013	Student Osteopathic Medical Association (SOMA)	Pre-SOMA ShaDO Event Coordination Meeting	1	0.5	
3/5/2013	SOMA Foundation	Student Osteopathic Medical Association New Member Scholarship, 2013 Recipient			
6/13/2014	American Safety & Health Institute	American Safety & Health Institute Advanced Cardiac Life Support (ASHI ACLS) certified			

HOW TO USE THIS TOOL

3 Quick Steps

Enter Date, Organizing Body, and Event

Step 1. Event Entry

- Events to Include:
 - Community Advocacy
 - Professional Activities
 - Educational Milestones
 - Professional Awards or Recognitions

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Enter Raw & Organization-Specific Hours

Step 2. Hours Entry

- Easy Tracking for...
 - Raw total hours
 - Touch Points (COSGP)
 - Sigma Sigma Phi (SSP)
- Totals will be automatically added

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1	1	
1	1	
8	8	
160		
6	3	
1	1	1
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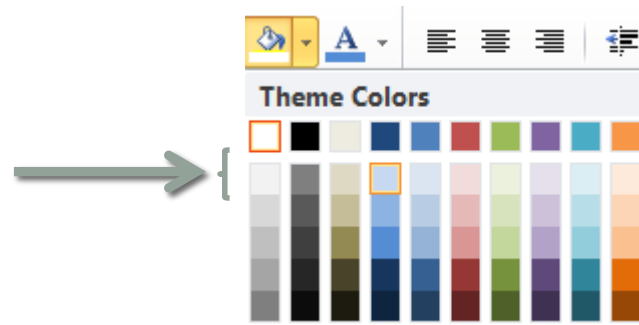
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Step 3. Color Categorize

- Color categorize each entry for at-a-glance reference.
 - This step is extremely helpful in creating your CV.

KEY	COMMUNITY ADVOCACY
	PROFESSIONAL ACTIVITY
	EDUCATIONAL MILESTONE
	PROFESSIONAL RECOGNITION & AWARD



- A) Select the cells you are ready to colorize.
- B) Click the **Paint Bucket** icon.
- C) Select one of the colors from the KEY, according to its nature.

HOW TO BUILD YOUR CV

Quick and Easy Section Population

Pick a CV Template

Example CV Template 1

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

Example CV Template 2

Tim Beals

tbeals23@midwestern.edu
(224)766-1996

3527 W Belden Ave. #3
Chicago, IL 60647

Education
Chicago College of Osteopathic Medicine August 2010-Present
OMS-III, Expected graduation: May, 2014
GPA: XXXX4.00

University of Illinois Urbana-Champaign August 2005-May 2009
BS - Molecular Cellular Biology, May 2009

Boards Scores
Complex Level 1 May 22, 2012
3 Digit Score: XXXX

USMLE Step 1 June 1, 2012
3 Digit Score: XXXX

Education Experience
CCOM coach December 2012-present
Helped first and second year students attain specific goals related to academic performance and boards exam preparation.

Teaching Assistant December 2011-March 2012
Physiology- Midwestern University College of Health Sciences.
Assisted students in BA, PT, OT, and Biomedical Sciences programs in physiology workshops.

Tutoring September 2011-May 2012
Tutored first year medical students in histology and anatomy. Gained experience in teaching, explaining, and time management.

Extracurricular Activities
Student Osteopathic Medical Association (SOMA) August 2010-Present
National Director of Public Relations February 2012-Present
Facilitate development of chapter PR initiatives. Establish, run, and moderate social media pages. Composed and distributed media relations guide and Osteopathic Medicine community education materials. Assist coordination of national initiatives ("Voices of Primary Care," St. Baldericks Foundation Fundraiser). Assisted H&P and suturing workshops for 1st and 2nd year medical students at Fall 2012 convention.

Director- Political Affairs March 2011- February 2012
Political Affairs Committee Co-Chair October 2010- March 2011
Ran monthly "Political Coffee Talks" to foster student discussion on current topics; created and distributed monthly political updates newsletters with information from SOMA National Political Affairs Director; drafted, distributed, and collected form letters to representatives on Graduate Medical Education; served on committee organizing SOMA Date Auction; delegate at SOMA Fall Convention 2011; organized joint injection workshop for 1st and 2nd year students; managed content on CCOM SOMA Facebook page; aided in the formation of a Health Policies elective course at CCOM.

Camp Keem Alumni Association October 2012-present
Active member of organization of former counselors for national undergraduate organization that fundraises, organizes, and executes summer camps for children whose parents have or have had cancer.

Research
Next Steps, Research, and Identity in Physician Decision Making October 2012-Present
Investigating the role of cultural and social influences on physician decision making, especially related to evidence-based medicine.

Hobbies
Ice hockey; backpacking; IM sports; snowboarding; karaoke; fusion cooking.

CV Template Resources

- There are many styles of CV Templates available for use:
 - [Medical College of Wisconsin](#)
 - [The Ohio State University](#)
 - [Harvard Medical School](#)
- All templates include **sections** or **groupings**
 - **Sections** showcase distinct aspects of your professional life.
 - **Ex.'s:** 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
- Awards & Recognitions
- Volunteerism / Community Outreach / Community Service
- Hobbies / Extracurricular Interests

Sections To Consider (Cont'd)

Education

- Include:
 - Undergraduate
 - Masters
 - PhD

Healthcare Experience

- Examples:
 - RN,
 - EMT,
 - Medical Sales,
 - etc...
- **CONSIDER** before posting:
 - Is this work experience relevant?
 - Does it paint an appropriate picture of the ideal candidate?

Sections To Consider (Cont'd)

Professional Activities

- DO Include:
 - Conferences attended
 - Leadership positions
 - Projects / collaborations
- DO NOT:
 - Fake or embellish

Professional Memberships

- AOA
- State Osteopathic society (e.g. POMA for PA)
- SOMA
- ACOFP
- SAAO, SSP, SOSA, etc...

Sections To Consider (Cont'd)

Research

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

Awards & Recognition

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

Customize your **KEY**

KEY	COMMUNITY ADVOCACY
	PROFESSIONAL ACTIVITY
	EDUCATIONAL MILESTONE
	PROFESSIONAL RECOGNITION & AWARD

- **Name** and **Color Code** your CV-Builder KEY and entries to match your selected template's **CV sections**.
- As activities are continuously added, it will be simple to update your CV whenever desired.

Populate CV Sections Based on Color-Designated Sections

Ex. Professional Involvement

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PROFESSIONAL ACTIVITIES

- American Medical Student Association
- Co-President, local chapter, May 2002 – May 2003
 - Responsibilities included arranging an instrument sale for first year medical student generating interest for, and arranging transportation and lodging for the national and regional conventions; and creating “Funny Movie Night.”

- Vital Signs, student newspaper
- Writer/editor of “Profiles,” an article that highlighted medical students, faculty, and staff; September 2003 – May 2004

PROFESSIONAL MEMBERSHIPS

- American Medical Student Association, 2001 - present
 American Medical Association, 2001 – present

Ex. Awards & Recognitions

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ACADEMIC AWARDS

- Doft Scholar, 2000-2001
 Honorable Mention, Mathematical Contest in Modeling, 2000
 President's List, 2000
 Dean's List, 1999
 Outstanding Performer as a Freshman in Biology, 1998

SCHOLARSHIP FORMS & PROGRAM APPLICATIONS MADE EASY

Color-coded entries make filling applications a snap.

Match the application's requests to your catalogued entries

Ex. Form Request 1

List all 2013 community service activities.

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Ex. Form Request 2

List all post-graduate leadership experiences.

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Your Questions and Ideas are Always Welcome

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ProfessionalDevelopment@studentdo.com