

This is an annotated template which allows you to view our comments to the most common student questions and concerns. To view simply click on the comment to open. Note: your final CV should not have gridlines.

**Your CV should be:**

Clear - well-organized and logical • Concise - relevant and necessary • Consistent - don't mix styles or fonts • Current - up-to-date • Complete - includes everything you need • Reverse Chronologic order, so most recent first in the lists. If asked, you should be prepared to discuss everything that is on your CV during an interview.

**Formatting the document:**

First M. Last Name  
 Street Address  
 City, New York Zip  
 (000) 000-0000  
 youremail@address.com

**EDUCATION**

20XX – present Sophie Davis Biomedical Education Program/The City University of New York (CUNY) School of Medicine, The City College of New York (CCNY), New York, NY  
 BS, Biomedical Science, 6/20XX  
 Medical Degree, Expected 5/20XX

**HONORS AND AWARDS**

20XX	<i>Magna Cum Laude</i>	Sophie Davis Biomedical Education Program, CCNY
20XX	Dean's List	The City College of New York
20XX	Award Name	Institution name

**WORK EXPERIENCE**

1/20XX – Present	<b>Tutor</b> , Student Learning Resource Center Sophie Davis Biomedical Education Program, CCNY, NY
	<ul style="list-style-type: none"> <li>Create individualized lesson plans for students struggling in various subjects, foster study strategies, and develop test-taking skills.</li> </ul>
1/20XX – 12/20XX	<b>Administrative Assistant</b> , Name of Organization, City, State <ul style="list-style-type: none"> <li>Performed administrative tasks, organized events, and maintained database.</li> </ul>

**LEADERSHIP**

1/20XX – Present	<b>President</b> , Name of Organization CUNY School of Medicine , NY, NY
	<ul style="list-style-type: none"> <li>Coordinate monthly meetings and group activities .....</li> </ul>

**Commented [HA1]:** Note about setting up the document and overall formatting: The document should be set up with one-inch margins top and bottom, and sides. Then everything should be single spaced within each major section. Then, use two full lines between each section. Be sure to use the table function correctly. That means adding a row to the table each time you add a line, not opening up one line by hitting the return key. Also, note on page two and greater of the documents you should put your name, First Last, followed by CV in the header in a smaller font. Don't miss that.

**Commented [HA2]:** If you use this style, do not put a dash between the (000) and second set of three numbers. The ( ) are enough.

**Commented [HA3]:** Use your citymail or cuny.med email address. It is more professional than using a gmail account.

**Commented [SS4]:** Add Expected if you are an undergrad

**Commented [SS5]:** Look at your old transcripts!!!

**Commented [SS6]:** Generally refers to paid positions

**Commented [HA7]:** Watch your use of hyphens and dashes, this is the longer one. Be consistent throughout the entire document.

**Commented [SS8]:** Present tense because still in this position, Should answer the question What **do** you do? Ex Provide not providing or provided

**Commented [SS9]:** Use periods consistently!

**Commented [HA10]:** Should use two letter abbreviation for states throughout the document.

**Commented [SS11]:** Past tense. Answers the question - What **did** you do? Ex. Performed not perform.

**Commented [HA12]:** As you work, leave grid lines on the table visible, so you can line up the vertical line that separates the column. That line should be lined up, up and down the first, second, third pages....Set the line at the widest date in the document, and then make all the other tables' vertical lines line up with that. At the very end, when everything is perfect and your CV is finished, you can take grid lines off all the tables.

**Commented [SS13]:** Leadership positions are generally formal positions that are part of the organizational structure. President, Secretary, Treasurers

Name Here CV

1/20XX – 12/20XX	<b>Entry #2 Your Role</b> , Name of Organization, City, State
	<ul style="list-style-type: none"><li>Description of activity, starting with past tense or present tense verb</li></ul>

### TEACHING EXPERIENCE

12/20XX – 12/20XX	<b>Your Role</b> , Name of Institution
	<ul style="list-style-type: none"><li>Subject/course taught, level of students, hours per week/month/semester</li></ul>
12/20XX – 12/20XX	<b>Your Role #2</b> , Name of Institution
	<ul style="list-style-type: none"><li>Subject/course taught, level of students, hours per week/month/semester</li></ul>

**Commented [HA14]:** Try to have page cuts at major section headers as illustrated here; if you can't, make them cut at the beginning of a new entry within the section. Don't cut an entry in the middle, so leaving one bullet on the first page and the second bullet spilling over on the second page. You'll have to play a bit with formatting after everything else is finished to get the layout to look its best.

### RESEARCH EXPERIENCE

12/20XX – 12/20XX	<b>Research Assistant</b>
	"Name of research, if applicable and keep quotes around the title."
	Sophie Davis Biomedical Education Program, CCNY
	Department of Community Health and Social Medicine
	Preceptor: FILL IN NAME ( ex Joseph Smith, MD, MPH, PhD)
	<ul style="list-style-type: none"><li>Investigated the .....FILL in a sentence that explains the research</li></ul>
12/20XX – 12/20XX	<b>2<sup>nd</sup> Research Experience here like above – add rows as needed</b>

**Commented [SS15]:** Research intern (typically unpaid) vs. research assistant (paid). Otherwise, you should use the title you were given.

### PUBLICATIONS AND PRESENTATIONS

Authors, with **your name in bold**. Title of presentation. Type of (oral or poster) presentation, Institution or meeting where presented, City, State. Date of presentation. **See example below:**

**Fillmore PD.** Genetic and Sex Steroid Hormone contributions to Experimental Allergic Encephalomyelitis. Oral Presentation, University of Illinois College of Medicine Research Symposium, Chicago, IL, April 23, 2009.

First Author Last Name First Initial, Second Author Last Name First Initial, etc. **Your name in bold wherever it is in the list.** Title of manuscript. *Journal abbreviation*, Year;Volume#(Issue#):pages. **See example below:**

Wheeler T, **Watkins PJ.** Cardiac denervation in diabetes. *BMJ*. 1973;4:584-586.

Advice re: the same research presented at multiple conferences, you should only list the most prominent one. Otherwise, it can be viewed negatively as padding. However if one presentation is oral and the other is a poster you can list both in the same entry, just use "and".

**Commented [SS16]:** If multiple publications and presentations, then make separate categories. If using only one category then eliminate the other. For example, if you only have presentations, then eliminate the publication category. Apply this idea to the other categories below as well.

**Commented [HA17]:** Do your authorship list in AMA style, see below in this section. So, last name first initial then comma, so **Fillmore PD**, etc.

**Commented [HA18]:** Look it up in PubMed if you don't know that proper abbreviation of the journal. So, for example the British Medical Journal has a standard abbreviation of BMJ. The New England Journal of Medicine is N Engl J Med. Each journal has a formal, specific abbreviation.

**Commented [HA19]:** This is AMA style, which should be used for all your citations.

### COMMUNITY SERVICE/VOLUNTEER WORK

12/20XX – 12/20XX	<b>Your Role</b> , Group Name or Activity Name
	<ul style="list-style-type: none"><li>Description of activity you undertook</li></ul>

**Commented [HA20]:** The role that you played can be bolded, but nothing else on this line should be.

### ORGANIZATIONS/PROFESSIONAL MEMBERSHIPS

Name Here CV

12/2016 – Present	Group name, for example: American Medical Association
12/2013 – Present	Group name, for example: Student National Medical Association
12/2013 – 12/2015	Entry #3

**Commented [HA21]:** Spell out, NO abbreviations or acronyms, such as AMA

### **SKILLS**

Languages:	Fluent in XXX (must have meaningful competency to list)
Software:	SPSS, STATA, SAS

**Commented [SS22]:** Exceptional talents, can include additional skills such as a proficiency in SPSS under another heading Computer:

**Commented [SS23]:** Ex: Basic, intermediate, advanced, fluent, conversational, medical, refers to foreign languages besides english

### **CERTIFICATIONS**

Month/Year	Basic Life Support
Month/Year	NYS Infection Control
Month/Year	HIPAA

**Commented [SS24]:** Refers to additional training that you received that documents a specific competency, it is expired do not include.