

**CUNY School of Medicine**  
**CV Checklist for M.D. Students**

**Three bottom line rules:**

1. Your resume must be **HIGHLY professional**, e.g. perfect and polished (no typos, well formatted and organized, with all relevant and no extraneous information in it).
2. It must be **updated**; get in the habit of updating it regularly and never send one that is outdated.
3. It must be absolutely **truthful**; no fudging or stretching of the truth, it's not necessary and catastrophic if you are ever questioned/caught on fudging it.

**Formatting and Organization**

- Set margins at one inch on all four sides
- Use a professional font type (Times New Roman or Arial)
- Use a consistent font size that is at 11 or 12 throughout the CV, with one exception...
- You may make your name larger than the rest of the text, but not too large (one or two sizes larger is fine)
- Use **bold**, *italic*, underlining and CAPITALIZATION effectively, consistently, and sparingly
- Make spacing between categories consistent (so one or two line returns between sections)
- Make sure that tabs and indentation of items are consistent (or use the two or three column table technique to keep everything organized and **lined up**)
- Make sure the layout of the CV is balanced and not over-crowded and if possible, have category sections end on the same page
- Make category headings stand out in some way (bold or all capped) from the text
- If hardcopy is sent, print on only front side of the paper

**Content**

- Center your name, address, phone number and e-mail on the top of the page
- Include your name on all subsequent pages as a header (but not on first page!)
- Insert page number on bottom in footer on page 2 and up
- DO NOT include personal information such as sex, age, race and marital status
- Education is accurately represented (do not implied that MD has already been awarded, include expected date)
- For each experience, include in the entry the organization, position, city, state, dates (months and year)
- Describe your experiences using bulleted descriptions that begin with strong action verbs
- Avoid personal pronouns
- Make your category headings appropriate to your level of experience
- Regarding the order of categories, there is no hard and fast rule, however...education comes first, followed by honors and awards. Note that sections will change as you progress in your career as well; use sections that you need to accommodate all your accomplishments and activities at any given time
- Emphasize your relevant experience
- You may use high school achievements while an undergrad but not as a medical student

## CV Checklist

### **Grammar, Punctuation and Spelling**

- Use the appropriate verb tense in descriptions of your Experience Categories, i.e. present tense for current experience and past tense for past experience
- Make sure date formats are consistent—i.e. 7/16 or Jul or Nov 2016 (three letter abbrev.)
- Do not use commas between the month and the year
- Capitalize Seasons when associated with a date—i.e. Spring 2005
- Numbers between one and nine are written out, numerals are used for numbers 10 and above
- All proper nouns are capitalized
- Make sure your use of punctuation is consistent, i.e. periods at end of descriptions are consistently used or not used at all
- Do not use any exclamation points
- All words are spelled correctly and used appropriately
- All CAPITALIZED words are spelled correctly (*Spell-check* does not check these)