The Art of Crafting Your *Curriculum vitae*

Curriculum vitae

Means what....?

[the] course of [my] life

Resume vs. CV ?

The Resume

- Most common document requested of applicants in job applications.

- Should be as concise as possible—typically, one to two pages long.

- Provides a summary of your education, work history, credentials, and other accomplishments and skills. Other optional sections, usually at the top, such as a professional objective and career summary statement.

- Often includes bulleted lists to keep information concise.

- Different types: chronological, functional, and combination formats. Select a format that best fits the position.

The CV

- Typically longer than resumes, and include more information, particularly related to academic background such as education, degrees, awards, teaching experience, research, publications, presentations, and other achievements.

- A "CV summary" is a way to quickly and concisely convey one's skills and qualifications. Sometimes large organizations will ask for a one-page CV summary when they expect a large pool of applicants.

- Within the United States, <u>people in academia and medicine use CVs</u> rather than resumes. Internationally, CVs are used almost exclusively .

CV uses

- Apply for
  - grants, scholarships
  - 4th year elective opportunities
  - residency, fellowships
  - academic, education, scientific, medical or research positions
  - membership to organizations
- Share with letter of recommendation author
- Create Bio

Your CV will be judged on two counts:

1. Content – your accomplishments

2. Organization and Appearance – how professional it is

You **must** pay attention to both areas.

CV Organization and Appearance

Page Formatting

- Margins: at least 1.0 inch
- Font: Use one font style and size (except for name and/or headings)
- Font: Times New Roman or Arial
- Font size: at least 11 pt., can be 12
- Be consistent with heading style and margins
- Use bold, caps, italics and underlining strategically and sparingly
- Use table function to build each section

- Avoid numbering sections
- Consistent white space between sections and entries
- If more than one page, include Name in header, Page # in footer" and avoid stragglers on all subsequent pages
- Fill the page and balance the section, space vertically as necessary
- Use bullet descriptions within sections

CV Appearance – Proofread! Proofread! Proofread!

- Use either all periods or no periods at the end of bullet points
- Make sure **dashes** – are consistent, the same width and spacing
- Make sure names are consistently used, for example CCNY, or CUNY, or The City College of New York
- Make sure letter that should be capped are CAPPED and ones that shouldn't be ARE NOT
- Check for spelling and grammatical errors
- Remember: spellcheck does not check words in all caps
- Avoid personal pronouns

CV Appearance - Final Copy

- Avoid graphics, pictures, and color ink (exception: picture included in residency application)

- Turn Word.doc into a PDF

- If you print, print on laser printer
  - Use high quality, 100% cotton paper in white or off-white
  - Don't staple or fold
  - Don't print on both sides of paper

Updating Your CV

- Your CV is a living document, changing over time
- Update it every time you do something that needs to be added
- During development use a word document, make a new file and date the version
- NAME CV MM-DD-YY (ex joe smith cv 06-12-18);
- But turn into a PDF when submitting with applications or forms, to avoid potential formatting problems when document is opened on another computer

CV Content

CV Content

- Name and contact information
- Education
- Honors and Awards
- Work Experience
- Research Experience
- Publications and Presentations
- Organizations/Memberships
- Community Service/Volunteer Experience
- Certifications

Additional Categories:
- Teaching
- Leadership
- Hobbies/Interests
- Skills

Name & Contact Information

- Do not write "Curriculum Vitae" at the top
- Instead, at the top of the first page list:
  - Name – slightly larger font size
  - Contact information – legible font size
  - Address
  - Phone number(s)
  - E-mail address – use professional address

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. You should be prepared to discuss everything that is on your CV during an interview, if asked.

Formatting the document:

First M. Last Name

Street Address

City, New York Zip

(000) 000-0000

youremail@address.com

Education

- List all degrees in reverse chronological order
- Include expected/anticipated date of graduation
- Include full school name, and city and state
- Indicate graduation with honors
- Do not include high school graduation

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	*Magna Cum Laude*	Sophie Davis Biomedical Education Program, CCN

Honors and Awards

- Honor Societies
- Scholarships awarded
- Other significant awards
- May separate into undergraduate and medical school if there are many items (but not required)
- Include years

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

WORK EXPERIENCE

Work Experience

- Include significant experience obtained before medical school
- Do not include experience that is part of the Medical School curriculum
- Include work experience that explains time gaps
- Elaborate on *relevant* experience
- Begin descriptions with strong, descriptive action verbs, avoid the use of personal pronouns
- Focus on skills and accomplishments
- Include organization, city and state, job title, and dates (months & years)
- Include volunteer/community service completed during medical school if not enough of activity to make a separate section

HONORS AND AWARDS

20XX	*Magna Cum Laude*	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	**Tutor,** Student Learning Resource Center
	Sophie Davis Biomedical Education Program, CCNY, NY
	• Create individualized lesson plans for students struggling in various subjects, foster study strategies, and develop test-taking skills.
1/20XX – 12/20XX	**Administrative Assistant,** Name of Organization, City, State
	• Performed administrative tasks, organized events, and maintained database.

Research Experience

- Institution or organization and department
- Principal investigator, supervisor or advisor
- Research topic or title
- Your title/role (Research Intern, Research Assistant, etc.)
- Short description of project and your role

	• Subject/course taught, level of students, hours per week/month/semester
12/20XX – 12/20XX	**Your Role #2,** Name of Institution
	• Subject/course taught, level of students, hours per week/month/semester

RESEARCH EXPERIENCE

12/20XX – 12/20XX	**Research Assistant**
	"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)
	• Investigated the …..FILL in a sentence that explains the research
12/20XX – 12/20XX	**2nd Research Experience here like above – add rows as needed**

PUBLICATIONS AND PRESENTATIONS

Publications & Presentations

- Include published articles
- Make subsections (peer reviewed and non-peer reviewed)
- Publication year or "in press" if accepted, but **do not** include if not accepted yet (if submitted, not good enough)
- Use **correct** medical bibliographic citation (AMA style preferred)
- Include relevant presentations, including poster presentations at conferences or association meetings
- Include presentation title, name of conference and association, location, audience, and date

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".

Leadership

- Emphasize relevant experiences
- Include **if** your were nominated to or held a position within the organization/committee (ex. president, secretary, treasurer etc.)
- Include **if** you were a designated representative or founder
- Elaborate on your role; organize just like experience section

Performed administrative tasks, organized events, and maintained database.

LEADERSHIP

1/20XX – Present	**President,** Name of Organization
	CUNY School of Medicine
	• Coordinate monthly meetings and group activities ……..
1/20XX – 12/20XX	**Entry #2 Your Role,** Name of Organization, City, State
	• Description of activity, starting with past tense or present tense verb

Community Service & Volunteer Work

- Emphasize relevant experiences
- Include volunteer experience or community service during Medical School
- Consider elaborating on this experience; organize just like experience section

Organizations/Memberships

- Focus on relevant organizations

- Include memberships in professional organizations and student organizations related to field

- Include years of membership

- May need an Extracurricular Category for school related organizations/activities that don't fit elsewhere

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".

COMMUNITY SERVICE/VOLUNTEER WORK

12/20XX – 12/20XX	**Your Role,** Group Name or Activity Name
	• Description of activity you undertook

ORGANIZATIONS/PROFESSIONAL MEMBERSHIPS

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

2

Skills

- Languages: list languages and level of proficiency

- Software: ex. statistical software such as Stata or SPSS

- This may be the place to list other important skills that do not fit into another category

Certifications

- Include if you have received a certificate, typically at the end of a training or course

- Examples: CITI, BLS, Infection Control, HIPAA, etc.

- If you have any licenses, then you can broaden the category to : Licensures/Certifications and include in this area
- Exclude expired certifications

12/2013 – 12/2015	Entry #3

SKILLS

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

CERTIFICATIONS

Month/Year	Basic Life Support
Month/Year	Infection Control
Month/Year	Health Information Technology

Hobbies/Interests

- Can include: sports, music, art, etc.

- This category is not required and is optional

- It is fair game during an interview, so if you haven't engaged in the activity for many years consider excluding

Additional Considerations

- A sloppy CV with errors will make a poor impression
- Edit to keep it simple and straightforward
- Descriptions for each entry should be succinct, should not be written in long sentences but brief phrases that can be bullet points
- Do not pad your CV with content that is irrelevant or not meaningful, this is frowned upon
- You may not be able to fill every category
- Be comfortable discussing EVERYTHING on your CV

CV Preparation Materials

CV annotated template

Window chrome / menu bar text:

CSOM CV Annotated Template class of 2022 - Word

Sign in   Share

File   Home   Insert   Design   Layout   References   Mailings   Review   View   Acrobat   Tell me what you want to do...

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HONORS AND AWARDS

Holly Atkinson   Note about setting up the

Holly Atkinson   If you use this style, do not put

Holly Atkinson   Use your citymail or cuny.med

Sandy Saintonge   Add Expected if you are an

Page 1 of 3   538 words

Type here to search

6:53 PM
7/9/2020

Active Verb List

Management	Communication	Research	Clinical	Technical	Teaching	Creative	Helping	Admin
achieved	addressed	clarified	Measured	analyzed	adapted	acted	advised	activated
administered	arbitrated	collected	tabulated	assembled	advised	applied	aided	altered
analyzed	arranged	conceived	triaged	built	clarified	composed	assessed	assembled
assigned	authored	critiqued	treated	calculated	coached	conceived	assisted	approved
attained	communicated	detected	screened	computed	communicated	conceptualized	brought	arranged
chaired	corresponded	diagnosed	adjusted	designed	coordinated	created	clarified	catalogued
conceived	counseled	disproved	calibrated	devised	defined	designed	coached	classified
contracted	developed	evaluated	examined	engineered	developed	developed	coordinated	collected
consolidated	defined	examined	formulated	fabricated	enabled	directed	counseled	compiled
coordinated	directed	extracted	researched	inspected	encouraged	established	dealt	described
decided	drafted	identified	educated	maintained	evaluated	fashioned	demonstrated	dispatched
delegated	edited	inspected	tested	operated	explained	formed	diagnosed	edited
developed	enlisted	interpreted	operated	overhauled	facilitated	formulated	educated	estimated
directed	formulated	interviewed	reconciled	programmed	guided	founded	encouraged	executed
encouraged	influenced	investigated	experimented	remolded	informed	illustrated	enlisted	gathered
evaluated	interpreted	organized		repaired	initiated	integrated	expedited	generated
executed	lectured	researched		solved	instructed	introduced	facilitated	implemented

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)