



CV Tips and Tricks

In general, CVs don't use bullet points; items are presented as more of a list and you can use strategies like spacing, indentation, and changes in font style to indicate relationships and hierarchies of information. Also, it's always important to think about our readers in terms of both organization and readability. We want to make sure our readers see the most relevant, impressive info first (and this changes reader to reader), and we want to make sure that the information is easily readable and accessible.

- For clerkship rotations and VSAS (audition rotations): Your focus should be on brevity, so you'll want to limit descriptions to only those places that might be confusing without one (e.g. research). Your reader is looking to skim your CV and access the information quickly and easily, and having lengthy descriptions after each item may make that more difficult.
 - For 3rd and 4th years, your readers may also be looking for **Leadership** and **Honors & Awards** categories, as well as **Scholarly Activity** (often includes *Research, Publications, Presentations*).
- For ERAS (residency applications): ERAS won't let you upload your CV; rather, it will give you text boxes and fields to populate and it will generate its own CV. You'll have less flexibility with categories and organization, but it will ask you for descriptions of every single item you enter. The categories will be **General Information** (contact info., etc.), **Medical Licensure** (ACLS, BLS), **Medical Education**, **Medical School Honors/Awards**, **Membership in Honorary/Professional Societies**, **Education**, **Experience** (divided into *Work, Volunteer, and Research*), **Publications**, **Language Fluency**, **Hobbies & Interests**, and **Other Awards/Accomplishments**.

Until you get to residency, things like GPA, class rank, COMLEX, and USMLE are all fair game if you'd like to include them. And, you can pick and choose in terms of which ones, if any, you'd like to include.

Student Doctor

Curriculum vitae

Street address City, state, zip	Email address Phone number
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Commented [AH1]: It's pretty conventional for a CV to actually say "curriculum vitae" on the top, but however else you decide to format this part is up to you. You might decide to have all your personal info on one side of the page and your name on the other side, or all your personal info centered under your name, etc.

Commented [AH2]: You may decide you don't want to include your address, especially for things like clerkship rotations, but post-residency, it's common to include address when you apply for jobs.

EDUCATION

Rocky Vista University College of Osteopathic Medicine—Parker, CO <i>Doctor of Osteopathy</i> GPA: 93/100 Class rank:	Expected 2019
University of Colorado at Colorado Springs—Colorado Springs, CO <i>Bachelor of Science: Biomedical Sciences magna cum laude</i> Minor: Chemistry	2014

Commented [AH3]: Sometimes people like to get fancy with their fonts and font styles. If you're the fancy type, keep in mind that some fonts get hard to read when they're bold and/or italicized, so it may be best to save the exciting styles for headings and leave the body of the CV a more conventional font.

Commented [AH4]: You don't need to include these, but if you're particularly proud of them, feel free. You may also decide to include board scores if your scores are competitive and you want to highlight that.

BOARD SCORES

COMLEX:
USMLE:

Commented [AH5]: You don't need to include board scores, but if yours are impressive and/or you're applying to a very competitive specialty, you may decide to highlight them in a category like this. You may also decide to put them under education instead or not include them at all.

HONORS & AWARDS

Honors—Surgery, Internal Medicine	2018
High Pass—Psychiatry, Family Medicine	2018
RVUCOM- Honors (top 10%): Respiratory I, Medical Informatics, Ethics II, Cardiovascular II, Principles of Clinical Medicine II	2015-2017
UCCS- Dean's List	2010-2014

Commented [AH6]: You can make your category headings different fonts and sizes, or not. It's often easier for readers to skim if the category headings are a little bit different than the items in the categories, but how you decide to do that is up to you.

Commented [AH7]: Honors & Awards can include scholarships, grants, courses you honored in a RVU, clerkship rotations where you earned Honors or High Pass, etc.

Commented [AH8]: Within each category, your items should be listed in reverse chronological order, starting with the most recent and moving backwards in time. This is determined by the end date, not the start date (so, something spanning 2012-2015 would be listed after something spanning 2009-2017).

LEADERSHIP

2016-2017	RVUCOM- Peer Mentor
2011-2014	UCCS- President, class of 2014

Commented [AH9]: You might decide you want your category titles centered, or your dates on the left instead of the right. Those types of stylistic/formatting decisions are up to you, and you should feel free to get a little bit creative.

SCHOLARLY ACTIVITY

Research <i>Undergraduate Researcher, UCCS, Advisor: Jane Smith, PhD</i> Cut and prepared tissue samples for staining. Performed immunohistochemistry on ovarian sections for three genes of interest. Prepared reaction mixtures and performed PCR and Agarose gel electrophoresis	2012-2014
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Commented [AH10]: Scholarly Activity is a good category if you have limited experience in research, publications, and/or presentations. It can also include things like workshops or skills labs, tutoring, or teaching assistantships. If you have extensive experience in research (for example), but no publications or presentations, you might decide to just have a category called Research, and skip the Scholarly Activity category.



Publications	
Wald HS, Borkan JM, Taylor JS , Anthony D, Reis SP. Fostering and evaluating reflective capacity in medical education: Developing the REFLECT rubric for assessing reflective writing. <i>Acad. Med.</i> 2012;87:41-50.	
Presentations	

Commented [AH11]: Publications and presentations should appear as citations.

Commented [AH12]: You want to make sure you bold your name in a list of authors so readers can find you easily.

UNIVERSITY INVOLVEMENT

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Commented [AH13]: Sometimes people like to include fancy lines on their CVs, but that's up to you. Having lines like this may help readers distinguish between categories, but lines aren't necessary.

Commented [AH14]: This is a great category for things like student chapters of national organizations or clubs in which you were a member. If you were an officer in a club, that should appear in Leadership and not again in University Involvement.

PROFESSIONAL EXPERIENCE/ WORK EXP/ HEALTHCARE/ CLINICAL /TEACHING EXP

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Commented [AH15]: I recommend including a table in each category to list your items. This make it easier to move/rearrange categories and add items without messing up your spacing (just insert another row). Once you're satisfied with the info, you can highlight the whole table and select "no borders," which will hide all the lines and still maintain all your formatting within the cells.

Commented [AH16]: How you want to name this type of category depends primarily on the work that you've done. If your experience is all things like scribe, CNA, clinical coordinator, you may want to call this Clinical or Healthcare Experience. Try to keep this section limited to mostly healthcare relevant items unless you have a big gap between undergrad and medical school and need to account for that time.

COMMUNITY OUTREACH

Commented [AH17]: This could also be called Volunteer Experience or Service. I personally don't like "community service," but there are several options for how you want to name this.

Commented [AH18]: This might include things like Surgery Week, special Tracks training or workshops, Ultrasound workshops, skills labs, those types of experiences where you have a relevant take-away. You might also include elective rotations here as well.

PROFESSIONAL DEVELOPMENT

PROFESSIONAL MEMBERSHIPS

CERTIFICATIONS

HOBBIES & INTERESTS

Commented [AH19]: Just like on a resume, your categories should be presented in order of relevance/impressiveness/importance, and that may change from reader to reader. The order of your categories is pretty fluid, but usually Professional Memberships are pretty passive memberships and Certifications are often the same as other students (and don't really set you apart), so they're often near the end of the CV.