JANE DOE

555-555-5555| jane.doe@rvu.edu | Parker, CO | Linkedin.com/in/Jane-Doe

EDUCATION

|  |  |
| --- | --- |
| **Doctor of Osteopathy** | 2020 –2024 |
| Rocky Vista University, Parker, CO |  |
|  |  |
| **Master of Business Administration** | Date |
| Your University, City, State |  |
|  |  |
| **Bachelor of Arts: Advertising**  *magna cum laude* | Date |
| Your University, City, State |  |

LEADERSHIP EXPERIENCE

**Position Title** Date – Present

Institution, City, State

* A strong leadership section will emphasize the impact you had on your peers, the institution, and the community.
* Did you create opportunities for your peers to volunteer mentoring youth in the community?
* Remember to quantify your experiences. Total # of hours, people you collaborated with, attendees at one of your events.

**Position Title** Date – Present

Institution, City, State

* It’s also important to highlight the competencies you cultivated in the role.
* Did you deliver presentations, lead sessions, or facilitate discussions to enhance your public speaking skills?
* Did you deal with conflict and resolved issues that affected others?

**Position Title** Date – Present

Institution, City, State

* Did you lead your peers to attend a conference?
* Did you support your underclassmen during challenging times?

HONORS & AWARDS

**Award** Date

Title, Organization

**Clinical Honors**: Women’s Health, Behavioral Health, Family Medicine, Surgery 2024

**Preclinical Honors:** Osteopathic Principles and Practice I-IV, Resp. I-II, Heme/Lymph 2022-2023

GI I-II, Neuro, Musculoskeletal

SCHOLARLY ACTIVITY

**Rural & Wilderness Track** 2022-present

* Emphasize didactic/clinical requirements
* Describe any trainings, events, and/or presentations

**Research**

*Undergraduate Researcher*, **UCCS**, Advisor: Jane Smith, PhD Date

* Provide a brief description of the objective of your research
* Describe your role and responsibilities

**Presentations**

**Doe, Jane** & Fulton, C. *A better approach to patient care*. Presented at: Society of Primary Care Physicians Annual Conference. Austin, TX. 2023. [poster]

**Publications**

Wald HS,Borkan JM, **Doe, Jane**, Anthony D, Reis SP. Fostering and evaluating reflective capacity in medical education: Developing the REFLECT rubric for assessing reflective writing. *Acad. Med*. 2012;87:41-50.

PROFESSIONAL DEVELOPMENT

**Workshop, Course, or Additional Training** Date

University or Company, Virtual or In-Person

**Diversity Summit** 2020

Rocky Vista University

VOLUNTEER WORK

**Position Title –** Total # of hoursDate – Present

Institution, City, State

* What did you get to do there? Patients you worked with? What was your impact?

**Position Title** Date – Present

Institution, City, State

* Think quality over quantity when selecting your volunteer work. Having more hours in one place is more impressive than having barely any hours at multiple places.

PROFESSIONAL EXPERIENCE

**Position Title** 2017 – 2020

Company, City, State

* Describe your achievements while in this position and use action words like “managed” and “spearheaded” instead of the passive “responsible for”
* List any accomplishments that are most impressive and relevant first.

UNIVERSITY INVOLVEMENT

**Elective or University club chapter** Date – Date

Institution, City, State

CERTIFICATIONS

**Basic Life Support**  2022 – 2024

American Heart Association

**Advanced Life Support** 2022 – 2024

American Heart Association

PROFESSIONAL ORGANIZATION

**American Name of Organization**  Date – Present

(Prioritize showing you commitment to specialties of interest)

**Institute of Ultrasound in Medicine (AIUM)**  2020 – Present

HOBBIES & INTERESTS

Pick 3-4 of your most fun, specific, and/or quirky hobbies

* Feel free to add a bit of description