



# CV/Resume Workshop

The George Washington University  
School of Medicine and Health Sciences

Office of Student Opportunities

January 23, 2012



# [ CV vs. Resume ]

---

## Resume

- A marketing tool, generally used to secure employment.
- Contains a summary of relevant experience and education.

## Curriculum Vitae (CV)

- “Course of life”
- A comprehensive listing of professional history



# The Basics



- No one right way to format
  - Convey information quickly, be consistent
- The best design is one that doesn't draw attention to itself
  - Don't use templates
  - Don't use color, graphics, unnecessary lines
- Use common, basic fonts; 10-12 point size; ½ - 1" margins
- Do not use first person (i.e. "I")
- Talk about accomplishments and skills rather than responsibilities
- Use quantitative data when possible
- Use action verbs

# Personal Information

## Example 1

Professional email address

JUDY.DOE

HOME ADDRESS

900 N. Michigan Avenue  
Chicago, IL 60611  
(773) 702-3333  
judydoe@uchicago.edu

SCHOOL ADDRESS

Pritzker School of Medicine  
924 E. 57<sup>th</sup> St., Room 104  
Chicago, IL 60637-5415  
(773) 702-1939

EDUCATION

2007 - 2011 The University of Chicago Pritzker School of Medicine, MD, June 2009 (anticipated)  
2004 - 2006 California Institute of Technology, M.S. Biological Sciences, June 2006  
2000 - 2004 The University of Illinois at Champaign-Urbana, BA, Biology 2004, BS Mathematics

HONORS AND AWARDS

2010 Alpha Omega Alpha Honor Society  
2010 Gold Humanism Honor Society (GHHS). GHHS honors senior medical students for excellence in clinical care, leadership, compassion, and dedication to service. Selected to teach Clinical Pathophysiology and Therapeutics (top 20%)  
2010 Chosen by faculty as one of nine senior medical students to serve as a voting member of the 2010-2011 Admissions Committee.  
2008 Joseph P. Kirsner Research Award for Excellence  
2004 Graduation with Honors in Biology  
2004 Departmental Honors for Senior Thesis

## Example 2

Full name

Star Student

2300 Eye Street, NW, Washington, DC 20037  
student@gwmail.gwu.edu • (202) 994-0000

Education

The George Washington University School of Medicine and Health Sciences  
M.D. candidate May 2015  
Research Track

University of Colorado Boulder  
B.S. Biology *cum laude* May 2009  
Minor: Economics

Honors and Awards

College of Arts and Sciences Student Standout Award 2009  
University of Colorado Boulder, University Scholarship 2006-2009  
University of Colorado Boulder, Summer Research Grant 2008  
Phi Eta Sigma Honor Society 2006

Research Experience

Research Fellow Bethesda, MD  
National Cancer Institute 9/2009-9/2010

- Postbaccalaureate Intramural Research Training Award, Electron Kebebew, MD; Radiosensitization of Melanoma Cell lines Using Molecular Mutant B-Raf Drug Inhibitor GSK2118436 Treatment"
- Study the radiosensitization of melanoma cell lines to radiation and B-RAF inhibitors in metastatic melanoma

# Education

## Example 1

Reverse chronological order

### Sample

**HOME ADDRESS**  
900 N. Michigan Avenue  
Chicago, IL 60611  
(773) 702-3333  
judydoe@uchicago.edu

### EDUCATION

2007 - 2011 The University of Chicago Pritzker School of Medicine, MD, June 2009 (anticipated)  
2004 - 2006 California Institute of Technology, M.S. Biological Sciences, June 2006  
2000 - 2004 The University of Illinois at Champaign-Urbana, BA, Biology 2004, BS Mathematics

### HONORS AND AWARDS

2010 Alpha Omega Alpha Honor Society  
2010 Gold Humanism Honor Society (GHHS). GHHS honors senior medical students for excellence in clinical care, leadership, compassion, and dedication to service.  
2010 Selected to teach Clinical Pathophysiology and Therapeutics (top 20%)  
2010 Chosen by faculty as one of nine senior medical students to serve as a voting member of the 2010-2011 Admissions Committee.  
2008 Joseph P. Kinsner Research Award for Excellence  
2004 Graduation with Honors in Biology  
2004 Departmental Honors for Senior Thesis

JUDY DOE

**SCHOOL ADDRESS**  
Pritzker School of Medicine  
924 E. 57<sup>th</sup> St., Room 104  
Chicago, IL 60637-5415  
(773) 702-1939

Example School of Medicine Sample CV

## Example 2

### Star Student

2300 Eye Street, NW, Washington, DC 20037  
[student@gwmail.gwu.edu](mailto:student@gwmail.gwu.edu) • (202) 994-0000

### Education

The George Washington University School of Medicine and Health Sciences  
M.D. candidate May 2015  
Research Track

University of Colorado Boulder  
B.S. Biology *cum laude* May 2009  
Minor: Economics

### Honors and Awards

College of Arts and Sciences Student Standout Award  
University of Colorado Boulder, University Scholarship  
University of Colorado Boulder, Summer Research Grant  
Phi Eta Sigma Honor Society

2009  
2006-2009  
2008  
2006

Define acronyms



# Additional Sections



Research Experience

Academic Service (later)

Employment Experience

Professional Development

Professional Society  
Memberships

Conference Participation

Research Grants

Extracurricular Activities

International Experience

Publications/Presentations

Leadership

Teaching Experience

# Additional Sections

## Example 1

### COMMUNITY SERVICE

- 2007 – 2008 Volunteer, Maria Shelter for Women and Children, Pritzker School of Medicine
- Medical volunteer for student-run health clinic serving homeless women and children on the south side of Chicago.
- 2007 – 2008 Materials Coordinator, Adolescent Substance Abuse Prevention Program
- Presented workshops to high school students on the physiological impact of alcohol and illegal drugs on organs.
  - Provided curriculum training to 10 volunteer medical students. Coordinated the delivery and safe management of organs used during class presentations.
- 2002 – 2003 Steering Committee Member, University of Illinois Habitat for Humanity
- Elected to serve on leadership board of non-profit organization
  - Oversaw the building of three new homes in the Mississippi Delta region

### INSTITUTIONAL SERVICE

- 2007 – present Emergency Medicine Student Interest Group
- Coordinated school-wide events to promote the field of Emergency Medicine.
- 2008-2009 MS2 Symposium Planning Committee
- Worked with Associate Dean for Student Programs to develop a half-day symposium on medical students' professional development.
- 2003 – 2004 President, University of Illinois Outdoor Action Club
- Coordinated activities of 20-member intramural outdoor club.
  - Organized outdoor adventure trips each quarter including river-rafting trips to Wisconsin, rock-climbing trips in Colorado, and camping trips in Illinois.

### HOBBIES & INTERESTS

Fluent in Spanish; Completed the 2008 Chicago Marathon and the 2009 New York Marathon

## Example 2

### Professional Experience

#### Notetaker

The George Washington University

- Prepare accurate study guides with transcript of current medical school lectures for medical student study use
- Design study guides twice weekly

Washington, DC  
9/2011 – Present

#### Patient Navigator

Boulder Community Hospital

- Coordinated follow-up care for over 200 patients following inpatient surgeries
- Increased database of social services resources by 20%

Boulder, CO  
10/2007-4/2009

#### Camp Counselor

Montana Outdoor Science School

- Taught 15 basic biology lessons to 75 middle school-aged camp participants
- Organized and led 4 two-hour science trail walks

Bozeman, MT  
2006

#### Professional Memberships

American Medical Student Association, 2011-present

American Medical Association, GW Chapter, 2011-present

#### Extracurricular Activities

Treasurer, GW Surgery Interest Group, 2011-present

Vice President, CU Pre-medicine Society, 2008-2009

CU Brazilian Ju Jitsu and Mixed Martial Arts Club, 2006-2007

Quantitative information

# Research Experience

	Institution	Mentor	Project/study title
RESEARCH EXPERIENCE			
2009	University of Chicago, Department of Neurology,	John <u>Braindoctor</u> , MD, PhD,	"Complex motor functions in humans."
2008	University of Chicago, Department of Medicine, Section of General Internal Medicine,	Vineet Arora, MD, AM,	"Retrospective chart review analysis examining the quality of care for pneumonia patients at the University of Chicago Hospitals."
Skills and accomplishments			<ul style="list-style-type: none"><li>- Selected to participate in the NIH-funded <u>Pritzker Summer Research Program</u></li><li>- Conducted a retrospective chart review analysis which examined the quality of care for pneumonia patients at the University of Chicago Medical Center</li><li>- Received the Joseph P. <u>Kirsner Research Award for Excellence</u> at the 2006 <u>Pritzker Summer Research Forum</u></li></ul>
2002 – 2004	The University of Illinois at Champaign-Urbana, Department of Neuroscience,	Melissa S. Times, PhD;	Honors research thesis: "Sensory and motor cortical interactions in complex voluntary movements."



# Publications & Presentations

## Example 1

### PUBLICATIONS/ABSTRACTS

Braindoctor JM, Doe JR, Smith AA. Complex motor functions in humans. *Neurology*. August 2007; 65: 575-581.

Mehrotra A, Shira T, Doe J, Quigg R. Heterotaxy Syndrome: A Rare Cause of GI Bleed. Proceedings of the Northern Illinois American College of Physicians Chapter Meeting. October 2008.

### Poster Presentations

Doe JR, Arora VA. (2008) *Quality of care for elderly pneumonia inpatients*, The University of Chicago Summer Research Forum, Chicago, IL.

Mehrotra A, Shira T, Doe J, Quigg R. (2008) *Heterotaxy Syndrome: A Rare Cause of GI Bleed* Northern Illinois American College of Physicians Chapter Meeting, Chicago, IL.

Author(s), Title,  
Publication, Date,  
Issue/Volume, Page(s)

Bold or  
underline  
name

## Example 2

### Publications & Presentations

#### Publications

Postdoc, F., **Student, S**, Kebebew, E. Gene expression and regulation in endocrine cancers. *Cancer Research*. (In press).

**Student, S**. An examination of pathways of liver transplant rejection. *CU Student Research Journal*. Spring 2009: 57-63

#### Presentation

**Student, S**. Environmental effects on NET treatment and recovery. National Cancer Institute Summer Student Research Symposium. Bethesda, MD. August 28, 2010.

Separate sections

Presenter(s), Title,  
Event, Location,  
Date

# Final Tips

- References
  - No information needed on resume
  - Keep a list of references and contact information
- Find many proofreaders and editors
- Put your final CV/resume in PDF format
- Keep two copies of your CV/resume
  - Running copy with all info
  - Tailored copy to fit the opportunity
- Add to your CV/resume as you go along

# Additional Resources

AAMC Careers in Medicine website - <https://services.aamc.org/careersinmedicine/>

Log in using AMCAS username and password

Assessments, articles, tools, and resources

The screenshot shows the AAMC Careers in Medicine website. The header includes the logo and navigation links: Home, Understanding Yourself, Exploring Options, Choosing a Specialty, **Getting into Residency**, Specialty Pages, Personal Profile, My CIM, and About Contact Logout. The main content area is titled "Writing a Curriculum Vitae (CV)" and contains the following text:

The first of many supporting documents you'll need for the application process is electronic, the use of a CV to apply for residency is very basic. While you may not need to send a CV to every program, the information you include on a CV will also be required for your application and personal statement easier. Your school will also require a CV for your Medical School Performance Evaluation (MSPE). Lastly, you should provide a CV to your residency program.

Creating a CV takes time, but it's a tool you'll use throughout your career. Provide an overview of your qualifications. A CV is a living document that you develop now can be used throughout your career.

**CV Components**

When considering information to include in your CV, ask yourself

- Does this help? Will this piece of information help select me for a residency interview?
- If I were reading this for the first time and without knowledge of myself as an applicant, would this information be useful?

If you answer "no" to either of these questions, leave the information out. If you're unsure, consult your advisor and/or a specialty contact for advice. The basic categories your CV should contain are listed below. Not all of these elements may be relevant to you, so choose what will work best for your background and experience.

**Contact and Personal Information** - Give your formal legal name (no nicknames) and your complete and current contact information. Make sure you can be reached easily at the address, e-mail, and phone numbers you list. Include a pager number or cell phone, if appropriate.

You can include other personal information such as birth date, marital status, or names/ages of children but these are optional. Only include them if they'll help your candidacy. For example, if you're applying for residency in the town where your spouse is located or is from, including that

Information

- Planning Your 4th Year
- Researching Residency Training Programs
- Applying for Residency
- Writing a Curriculum Vitae (CV)
- Writing a Personal Statement
- Getting Letters of Recommendation
- Residency Interview Basics
- Acing the Interview
- Going Through the Match
- Planning for the Future
- The USMLE and Me
- Budgeting and Financial Management

Tools

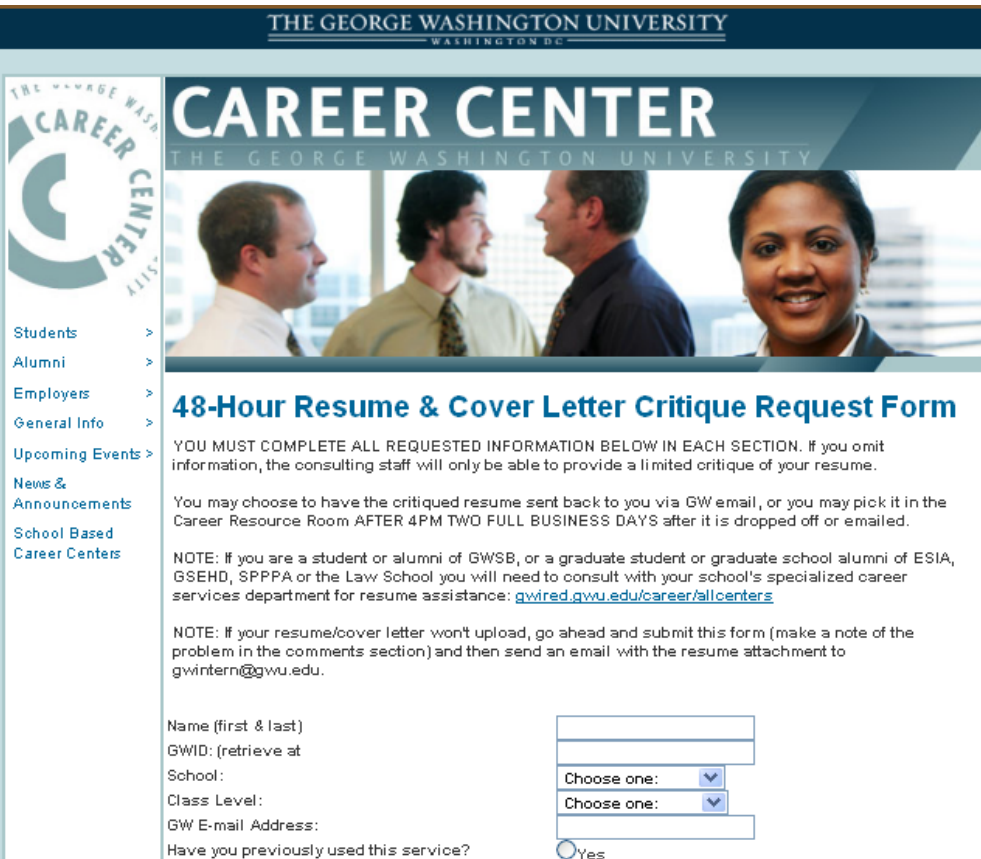
- Match Timeline
- Residency Preference Exercise
- Frequently Asked Interview Questions
- Residency Program Evaluation Guide
- Budgeting Worksheet

Resources

(CV). A CV is concise summary of work experience. Since much of the CV for you automatically, but the CV is one prepared anyway. Most of the information on a CV will make writing your CV easier. Your school will also require a CV for your Medical School Performance Evaluation.

Complete but succinct information that will be used and with periodic updates, the CV

# Additional Resources



THE GEORGE WASHINGTON UNIVERSITY  
WASHINGTON DC

THE GEORGE WASHINGTON UNIVERSITY  
**CAREER CENTER**  
THE GEORGE WASHINGTON UNIVERSITY

Students >  
Alumni >  
Employers >  
General Info >  
Upcoming Events >  
News & Announcements  
School Based Career Centers

## 48-Hour Resume & Cover Letter Critique Request Form

YOU MUST COMPLETE ALL REQUESTED INFORMATION BELOW IN EACH SECTION. If you omit information, the consulting staff will only be able to provide a limited critique of your resume.

You may choose to have the critiqued resume sent back to you via GW email, or you may pick it in the Career Resource Room AFTER 4PM TWO FULL BUSINESS DAYS after it is dropped off or emailed.

NOTE: If you are a student or alumni of GWSB, or a graduate student or graduate school alumni of ESIA, GSEHD, SPPPA or the Law School you will need to consult with your school's specialized career services department for resume assistance: [gwired.gwu.edu/career/allcenters](http://gwired.gwu.edu/career/allcenters)

NOTE: If your resume/cover letter won't upload, go ahead and submit this form (make a note of the problem in the comments section) and then send an email with the resume attachment to [gwinter@gwu.edu](mailto:gwinter@gwu.edu).

Name (first & last)   
GWID: (retrieve at   
School: Choose one:   
Class Level: Choose one:   
GW E-mail Address:   
Have you previously used this service?  Yes

GW Career Center 48 hour  
Resume Critique Service

<http://gwired.gwu.edu/career/resumecritiqueform/>