



FORMATION & STRATEGY OF CV CONSTRUCTION



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CV BASIC INFORMATION

- **Etymology: Curriculum Vitae from the Latin meaning "course of life"**
- **Disciplines that use CV: academia, medicine, research**
- **Fundamentals: factual, detailed, chronological**



AMBIGUITY OF CVs

- **Different academic institutions prefer different formats**
- **The Internet is replete w/ varying & conflicting formats**
- **ERAS has its own format**
- **We will present a standard and strategic academic CV**

WHAT A CV IS NOT

- **Resume**
 - **used in industry; typically for a job application; not as factual as a CV; explains the applicant's talents & meant to be convincing**
- **Bio**
 - **abbreviated form of CV; used to introduce luminaries and speakers before their talks; prepared by the speaker or the host**

GENERAL COMMENTS & CV PEARLS

- **Keep it factual**
 - no "I" or "me" words
 - no unusual abbreviations (outside of Arizona, people have no idea what UACOMP stands for; write it out)
- **Update the CV periodically so you don't forget important items**


GENERAL COMMENTS & CV PEARLS

- **Use 12 font throughout**
- **Use Calibri, Arial, or Times New Roman font; avoid fancy fonts & formats**

MORE GUIDELINES & PEARLS

- **Re chronology--list most recent to less recent, so-called "reverse chronology"**
- **Place years on the right side of the page, columnated**
- **Months generally not needed**
- **If ongoing entry:**
 - **"Start date – present" OR**
 - **"Start date – current"**


& EVEN MORE

- **Bold your name wherever it appears in the CV**
 - **Omit extraneous verbiage & fluff (fancy word is “remplissage”) that dilute your important accomplishments**
 - **No grades or scores on the CV (these are on your transcripts)**
 - **Prioritize categories w/ the most important early in the CV**
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COMMON CV CATEGORIES

- **Name, contact information**
 - **Education**
 - **Honors & Awards**
 - **Publications**
 - **Oral Abstract Presentations**
 - **Posters**
 - **Lectures**
 - **Research Experience**
 - **Work Experience**
 - **Leadership**
 - **Volunteering**
 - **Committees**
 - **Societies & Memberships**
 - **Certifications**
 - **Hobbies & interests**
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LESS COMMON CV CATEGORIES


- **Current & Previous Positions**
 - **Grants**
 - **Editorial Boards**
 - **Manuscript Reviewing**
 - **Media**
 - **Teaching**
 - **Books & Chapters**
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Category Specifics




NAME & CONTACT INFORMATION

- **Legal name**
 - **Easily reachable contact information**
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EDUCATION

- **Lead with anticipated MD degree & year**
 - **Include other formal education**
 - **Reverse chronology**
 - **Periods with MD, PhD, DSc, etc. are not needed**
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HONORS & AWARDS

- **An important category to highlight outstanding achievements**
 - **Include scholarships, Dean's lists, extracurricular awards**
 - **Include the granting institution & the year(s)**
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PUBLICATIONS

- The most important of the research entries
- Once a manuscript has been submitted & is formally accepted, it is placed in this category w/ "Accepted in Press" in parenthesis; until then, the entry remains in Research Experience
- Format: authors, article title with only the first word and proper names being capitalized, italicized journal name, year, volume, inclusive page numbers
- et. al. may be used when greater than 6 authors, & after the 3rd author
- Bold your name

EXAMPLES OF JOURNAL ARTICLE PUBLICATION FORMAT

- Kaib S, Shah-Patel L, Guttman D, et. al. Organizing and advising in a Student Affairs Department--what a joy! *Journal of Irreproducible Results*. 2020. 12:36-39.
- Smith S, Wynn S, Coudret D, Michaud M. Learning Specialist input; the key to a successful medical school experience. *Journal of Exotic Ideas*. 2021. (Accepted, in Press)

ORAL ABSTRACT PRESENTATIONS

- **In this section, all words in the title are capitalized except articles & prepositions**
- **Example: Michaud M, Coudret D, Wynn S, Smith S. "Tutoring at the University of Arizona College of Medicine Phoenix Sets the Bar for Excellence". 1st Annual Meeting of the Society of Incredible Education, Bucharest, Romania. September, 2022**

POSTERS

- **Same format as
w/ Oral Abstract
Presentations**

EDUCATION

American University of the Caribbean, St. Maarten
Doctor of Medicine
 Completed May 2022 2022 - Present

University of Florida, Gainesville, Florida
Master of Science in Nursing 2020

New York University, New York, New York
Master of Science in Nursing 2019

RESEARCH

Grant, International Service Agency American University of the Caribbean School of Medicine 2020 - 2021

TEACHING EXPERIENCE

American University of the Caribbean, St. Maarten
Teaching Assistant, Anatomy 2020
 Demonstrated knowledge in lectures, prepared mock exams.

University of Florida, Gainesville, Florida
Teaching Assistant, Human Biology 2019
 Prepared exams, administered grades.

CLINICAL EXPERIENCE

Coral Gables Hospital, Coral Gables, Florida
Staff Nurse, PICU 2022 - 2020
 Assisted physicians in the Pediatric Intensive Care Unit, monitored patient, acted as a liaison between patients' families and hospital staff.

Shaw-Walker's Hospital, Miami, Florida
Staff Nurse, Pediatric Oncology 2020 - 2017
 Assisted physicians in the Oncology Unit. Administered medication, conducted physical [examinations](#), [monitoring](#) intake and output.

Loma Hill Hospital, New York, New York
Staff Nurse, Pediatric Oncology 2019 - 2018
 Assisted physicians in the Oncology Unit. Administered medication, conducted physical [examinations](#), [monitoring](#) intake and output.


COMMUNITY SERVICE

American Medical Students Association, American University of the Caribbean
First Aid Provider, Haiti 2018
 Medical mission trip volunteered at a local clinic after the January 2018 earthquake.

Public/Clinical and Impact

PTSD in Perinatal Loss: A Cross-Cultural Study
 Research was conducted that different cultural practices in bereavement practices. 2019-2020


NON-SOCIETY LECTURES

- Typically local, solicited lectures, usually informal, & don't go through rigorous society review
 - Example: Fisher L. "How to Eat Well in Your High School Years". Phoenix Central High School. June, 2023.
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RESEARCH EXPERIENCE

- **Includes current or past research that has not been accepted to any of the above categories**
- **Scholarly Project work, if not accepted nationally, fits in this category**
- **By convention, state your role, the name of the research project, the years, & your mentor w/ his or her title**
- **Example: Research Assistant. Functional MRI of the Corpus Callosum in the Drosophila. Mentor: Zac Baker, MS**

WORK EXPERIENCE

- Includes work for which you have been paid
 - Speaks well for you, as it tells the reader that you are a worker, even as you pursue your studies
 - Example: Teaching Assistant, Stanford University, Biochemistry 2016-2020
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LEADERSHIP

- **Examples:**
 - **Interest Group Leader, Surgery,
University of Arizona College of
Medicine Phoenix
2021**
 - **Co-Leader, Summer Scrubs, University
of Arizona College of Medicine
Phoenix
2025**
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VOLUNTEERING

- **Wesley Clinic, Phoenix, Arizona. Wellness physical exams. 2020**
- **Thanksgiving Feeding the Homeless Program; U of Arizona outreach; Phoenix, Arizona 2021**

SOCIETIES & MEMBERSHIPS

- **American Medical Association, Student Level; 2020-current**
 - **American Association of Family Medicine, Student Level; 2022-current**
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CERTIFICATIONS & LICENSES

- **ACLS/BLS
2014-current**
 - **California State EMS license
2017-current**
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HOBBIES & INTERESTS

- **List a few of your hobbies that give the reviewer an insight into who you are, & what you might be asked about**
- **Examples:**
 - **Haiku poetry writer, tennis player, numismatist, church choir singer**

CONCLUDING REMARKS

- **The CV is the accurate and factual record of your academic, medical, and research life (w/ a few personal touches)**
 - **The CV should be dynamic & always in progress; keep it updated**
 - **Be flexible, as different institutions may require 1 time modifications**
 - **When you have questions & "gray areas", don't hesitate to ask any of us (the Dean, the Advisors, the Learning Specialists) for help**
 - **Good luck!**
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