PREPARING A CURRICULUM VITAE

(Excerpts from *Careers in Medicine*)

It is helpful to prepare a curriculum vitae (aka “CV” or “vita) before applying to residency programs. This is usually a more detailed document than a resume and can be considerably longer. Listed below are some topics for you to consider including in your CV. Tailor your choice of sections or groupings to your specialty and background.

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.

You want your CV to have a clean, distinctive appearance that attracts attention. The final product should be well organized, look professional and be easy to read. Use the following tips for formatting and production:

- One-to-two pages is standard length at this point in your career, but don't reduce the font size, change your margins, or leave important info out just to shorten it.
- 11 or 12 point font is preferable.
- Stick with one font, or two similar fonts (one for headings, the other for everything else) - use only conservative, common fonts.
- Headings should be consistent in style, size, and formatting.
- Use bold, italics, capitalization, and bullets to organize your CV - but use sparingly.
- Check text for misspellings and poor grammar - have someone help you proofread.
- Keep sentences short and succinct while using active verbs and vivid, precise language.

Possible Headings for your CV

Headings or different sections of your CV should appear in order of significance, with contact information first and education second. The experiences listed within each section should appear in reverse chronological order, with the current or most recent experience first.

1) Contact Information – *always listed first*

2) Education – *usually listed second*

Honors / Awards / Fellowships / Grants

Experience

Teaching

Research

Clinical / Fieldwork

Teaching Competencies

Research Interests

Publications

Presentations / Invited Presentations

Conference Papers / Research Reports

Academic Service / Committee Service

Professional Memberships / Affiliations / Organizations

Licensure / Certification

Language / Computer / Laboratory Skills

Community Service

GEORGIA WASHINGTON
99 Johnson Drive
Shawnee Mission, KS 66202
(913) 555-9876
washingtong@ku.edu

EDUCATION

2006–Present
University of Kansas School of Medicine, Kansas City, KS
Doctorate of Medicine, Anticipated 2010

1999-2003
University of Missouri–Kansas City (UMKC), Kansas City, MO
Bachelor of Science in Psychobiology

RESEARCH

2009
Department of Obstetrics/Gynecology, KU School of Medicine
Mucin Gene Research—Mentor Name, Title and Department

Evaluated the human mucin (MUC) gene and its effect on endometrial cells; reviewed patient charts, extracted data of patients with a history of endometrial cancer, and entered data into database.

2009
Department of Obstetrics/Gynecology, KU School of Medicine
Placenta Previa—Mentor Name, Title and Department

Led retrospective trial evaluating incidence of placenta previa in patients with prior cesarean sections versus prior trials of labor.

2002–2003
Department of Psychology-Behavioral Neuroscience, UMKC

Neuronal Degeneration—Mentor Name, Title and Department
Examined neuronal degeneration in embryonic rat brains and assisted in the mapping of degeneration patterns.

PUBLICATIONS

Name, **Your Name**. Etanercept exerts beneficial effects on articular cartilage biomarkers of degradation and turnover in patients with ankylosing spondylitis. Journal of Rheumatology. 32(10):1911-7, October 2008.

Name, **Your Name**, More Names. Results from an open-label extension study of etanercept in ankylosing spondylitis. Arthritis & Rheumatism. 51(2):302-4, April 2007.

Name, **Your Name**, More Names. Cytokines in the seronegative spondyloarthropathies and their modification by TNF blockade: a brief report and literature review. Annals of the Rheumatic Diseases. 62(12):1128-32, December 2006.

WORK EXPERIENCE

Office Assistant/Front Desk Supervisor
On Campus Housing, Rieber Residency Hall, UMC
Managed staff of 20 students who provided assistance and information to residents; performed administrative duties such as payroll, staff scheduling, payment of residency hall invoices, and student room assignments; responsible for handling emergency situations in the residency hall.

PRESENTATIONS & POSTERS

Name, **Your Name.** Anti-TNF therapy with etanercept (Enbrel) does not affect serum TH-1 inflammatory cytokine profiles in patients with ankylosing spondylitis. Annual European Congress of Rheumatology "EULAR 2006", Lisbon, Portugal, 2006.

Name, **Your Name,** Name. Etanercept suppresses serological markers of articular cartilage degradation/turnover in patients with ankylosing spondylitis. Annual European Congress of Rheumatology "EULAR 2006", Lisbon, Portugal, 2006.

ACTIVITIES & SERVICE

2009–present
KU School of Medicine Academic Societies Program–Blackwell Society
Assistant Director
Conducted clinical skills training for first- and second-year medical students; oversaw educational, social, and community service events for the society; mentored first-, second-, and third-year medical students.

2009–present
Obstetrics & Gynecology Interest Group
Clinical Director
Coordinated all clinical opportunities for interest group members such as shadowing residents on the labor floor, observing gynecologic surgeries, and following physicians in their private offices.

KU School of Medicine Student Government
2008 **Fundraising committee member**
Assisted with planning and executing the fundraiser show; helped raise funds for affiliated raffle.

2007 **Fall Ball Committee Chairperson**
Supervised the organization of the ball and the budget; led committee in planning and execution of the school's annual evening social event.

2007 **Logistics committee member**
Assisted with planning and executing class fundraiser.

PROFESSIONAL AFFILIATIONS

American Medical Student Association
American Medical Association
American College of Obstetrics and Gynecologists