

Curriculum Vitae Construction for Residency

The purpose of the Curriculum Vitae (CV) for residency applications is to highlight all of the education, work, research and professional training experience you have that qualifies you for the residency position you are applying for. For example, your CV for residency application should not contain all of your experience since you were in grade school. Instead, you want to customize your CV to include or highlight pertinent information depending on the purpose (e.g., provide to letter writers, apply to research positions, scholarships, etc.). One of the most important qualities of a CV is its readability; format is everything! An evenly spaced, clearly titled CV not only reads well, it helps reviewers find the information they are interested in. A CV that is not well organized, does not have clear sections, contains many typos and has no consistent spacing will often frustrate reviewers enough that they will discontinue reading the CV or pass on it altogether. Another important quality is the order of your sections; if you want particular experiences to be highlighted put them on the first page. It is not guaranteed that reviewers will read everything on a CV so if there's an experience that you want them to see, list it early on in your CV.

Helpful Reminders

- Keep font size and type styles consistent; use standard font type styles.
- Try to maintain 1" margins all around for easy readability.
- Headings and titles of sections should be clear and easy to pick out.
- Be careful using bold and italics; if everything is bolded or italicized nothing will stand out.
- Avoid using font colors other than black; your printed application will not be in color.
- Each listing under a heading should be in chronological order with the most recent event listed first.
- Use one format for listing dates and align them the same way throughout the CV.
- Write in the past tense since the CV is a collection of all your previous accomplishments.
- Do not include personal identifiers such as a picture, social security number or race and ethnicity information.

Format

There are variations in the order of sections but typically your name and personal information is listed at the top and the education section is listed next. The following example contains many sections and examples of entries in each section. If you do not have experience in one of the sections, omit that section from your CV. For example, if you were admitted into medical school soon after the completion of your undergraduate degree you may not have employment experience. Instead, you might move your volunteer experience up in your CV to replace the employment experience. The sections should be ordered in the way that best highlights your experience. For example, if you are pursuing a residency position that stresses the importance of research, you'll want to list your research experience, publications and presentations early in your CV. As another example, if you've won prestigious awards or honors, you may want to put that section early in your CV.

A. Wonder Woman
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Tucson, Arizona 80000
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Education

2012 (anticipated) M.D., University of Arizona
College of Medicine
Tucson, Arizona

2009 M.P.H., University of Arizona
Mel and Enid Zuckerman College of Public Health
Tucson, Arizona

2007 B.S., Biochemistry, *Summa cum laude*
Minor: Comparative Literature
The University of Iowa
Iowa City, Iowa

Honors & Awards

2011 Alpha Omega Alpha, University of Arizona Chapter
2009 Best Master's Thesis Award, University of Arizona
2006 President's Award for Excellence Scholarship, University of Iowa

Professional & Leadership Experience

2010 *University of Arizona Chapter President, American Medical Women's Association*

2009-2010 *Co-Coordinator, Med Teach, University of Arizona College of Medicine, Tucson, AZ*

- A Commitment to Underserved People (CUP) program that visited underserved middle and high school classrooms to perform sheep eye/heart dissections and encourage the study of science.

Research Experience

2010 *The protective effects of adiponectin in post-menopausal mice.*
Medical Student Research Project (MSRP)
Preceptor: Captain America, PhD, Department of Biochemistry, University of Arizona

- Performed Western blot protein analysis of diabetic and non-diabetic mice to determine the various levels of adiponectin during the advancement of menopause.

Publications

2011 Woman, A.W. and Kent, C. "Medical Students Considerations of Primary Care and Private Practice." Sombrero: Medical Society Magazine.

Presentations

2010 Woman, A.W. and America, C. "The protective effects of adiponectin in post-menopausal mice." MSRP: Final Seminar, Tucson, AZ, July.

Employment

2007-2009 Clear Skin Dermatology, Tucson, AZ
Medical Assistant & Research Assistant

2004-2006 Johnson County Center for Infectious Disease, Iowa City, IA
Laboratory Technician

Volunteer Experience

2007-2008 *Volunteer*, Sunshine Clinic, Tucson AZ

- The Sunshine Clinic is a non-profit social and behavioral health organization. Experiences included youth counseling, shadowing and assisting mental health professionals.

2000-2007 *Hospice Volunteer*, Hawkeye Care, Iowa City, IA

- Spent time and assisted patients during their end of life care.

Professional Organizations

2011-present Alpha Omega Alpha Honor Medical Society
2010-present Student Member, National Physician Alliance
2009-present American Medical Student Association
2009-present American Medical Women's Association
2009-present Student Member, American College of Obstetrics & Gynecology

Certifications

BLS certified (exp. 7/2012), BLS instructor (exp. 7/2012)

Languages

Spanish and Portuguese Fluency

Personal Interests

Animal Communication
Competitive Cooking
Invisible Plane Spinning
Lassoing Truth
Reading Philosophy