

# Craft a Winning Medical Curriculum Vitae (CV)



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UCCOM Office of Student Affairs  
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**Careers in Medicine@UC**



# Medical Curriculum Vitae (CV) Overview

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- A compilation of your past experiences: education, work experience, volunteer experience and highlighting some of your achievements and more
- Articulate your experiences in **reverse chronological order** (starting with the most recent first)
- Think of **Relevancy and Current** when deciding what to put on your Medical CV
- You do not want to overcrowd your document with too much information

# Differences between a CV vs. Resume'

## Curriculum Vitae

- Latin for “course of life”
- Used by professionals in fields like medicine to present a full history of academic accomplishments
- Will grow in length throughout a person’s career (> 2 pages)
- Create a “master copy” and tailor it for different purposes as needed

## Resume

- French for “summary”
- Used more often in business settings to summarize skills for a particular position
- Often limited to 2 pages



# CV Basics

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- Margins: 1”
- Font: Black text, 11-12 size font (Times New Roman or Arial)
- Headings: Consistent in style, size and formatting
- Carefully use bold, spacing, italics, capitalization or bullets to organize CV
- Number the pages on the top in the header section (e.g. Smith, 2)
- Dates are along the right margin, so it is easily visible to the reader (except for citations of scholarly activities – see Research Section).
- Keeping the month (in addition to year) is helpful for completing your ERAS residency application



# CV Do's and Don'ts



**DO's**



**DON'T's**

## DO:

- Be consistent
- Put your name in **bold** (16–18-point font)
- Use strong action verbs to elaborate on what you did in each position
- Mention quantifiable results and outcomes through your bullet points
- Reverse chronological order (most recent first)
- Send your final version of your medical CV as a PDF

## DON'T:

- List your marital status, age or religion
- Include your high school experience – remove this information from your CV
- Overuse capitalization, bold, italics, underlines, etc.
- Put periods at the end of your bullet points
- Use a resume template
- Use "I" in your bullet points – always start off with a strong action verb



**Careers in Medicine@UC**



# CV FORMAT

# PAR Statements

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PAR stands for: **Project, Action and Result**

For each experience listed, aim for **2 to 3 bullet points** to elaborate on not only what you did, but how you were able to accomplish it. Also, did you collaborate with other staff/team members?

**Example:**

Assessed patients

vs.

Assessed 10-15 patients per day including pediatric patients and patients with physical disabilities

## Bullet Points (aka. PAR Statements)

PAR statements are a succinct way of expressing an experience on your resume.

This writing formula **stresses your skills and achievements** in a way that maximizes their impact.

*There are three main components:*

1. Describe the **PROJECT** – the task, the job, the “subject of the sentence”
2. What were your **ACTIONS?** – what specifically did you do? (VERB)
3. What was the **RESULT** or outcome? – goals or implications of the project.

Use an **ACTION VERB** to start the statement. Follow that up with the **PROJECT**, and then tell the reader the **RESULT** of your action on the project.

For example, at your job, you *trained and supervised all new, incoming staff*.

Ask yourself:

- ✓ What was my role?
- ✓ Do I need to give more detail about the project?
- ✓ What was the outcome? Why did I do this?

Use the following chart to help organize your ideas:

PROJECT (subject)	ACTION (verb)	RESULT (why?)
New, incoming staff	Trained and supervised	To ensure consistency of service and adherence to policies and procedures at all times

Put it all together into a PAR Statement:

Trained and supervised new, incoming staff to ensure consistency of service and adherence to policies and procedures at all times

**QUANTIFY** your experiences whenever possible!

- ✓ How **MANY** patients/people/clients did you see?
- ✓ What **SPECIFIC** populations did you work with?
- ✓ How **MUCH** money did you manage?

*Assessed patients*

**VS**

*Assessed 10-15 patients per day including pediatric patients and patients with physical disabilities*

## ACTION VERBS

### Management Skills

Administered  
Analyzed  
Assigned  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reorganized  
Reviewed  
Scheduled  
Supervised

### Communication Skills

Addressed  
Arbitrated  
Arranged  
Authored  
Co-Authored  
Collaborated  
Corresponded  
Developed  
Directed  
Drafted  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

### Research Skills

Classified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined

Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Inspired  
Organized  
Reviewed  
Summarized  
Surveyed  
Systemized

### Technical Skills

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Purposized  
Programmed  
Remodeled  
Repaired  
Solved

### Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Lectured  
Persuaded  
Set Goals  
Stimulated  
Taught  
Trained

### Financial Skills

Administered  
Allocated  
Analyzed  
Appraised  
Audited

Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Managed  
Planned  
Projected  
Researched

### Creative Skills

Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Illustrated  
Instituted  
Integrated  
Performed  
Planned  
Proved  
Revised  
Revitalized  
Set up  
Shaped  
Streamlined  
Structured  
Tabulated  
Validated

### Helping Skills

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Facilitated  
Familiarized  
Guided  
Inspired  
Motivated  
Participated  
Provided  
Referred  
Rehabilitated  
Represented  
Reinforced  
Supported  
Taught  
Trained  
Verified

### Clerical/Detail Skills

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Filed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized

### Stronger Verbs for Accomplishments

Accelerated  
Achieved  
Attained  
Completed  
Conceived  
Convinced  
Discovered  
Doubled  
Effected  
Eliminated  
Expanded  
Expedited  
Founded  
Improved  
Increased  
Initiated  
Innovated  
Introduced  
Invented  
Launched  
Mastered  
Originated  
Overcame  
Overhauled  
Pioneered  
Reduced  
Resolved  
Revitalized  
Spearheaded  
Strengthened  
Transformed  
Upgraded

# Careers in Medicine@UC



# Section Headings

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- Prioritize order of the specific sections based on your areas of strength/concentration.
- The order of sections might change based on the specific purpose of the CV – e.g. applying for a research position vs. applying for a community service award
- Highlight leadership positions - i.e. Co-chair, Vice President
- “Extracurricular Activities” and “Hobbies & Interests” usually remain as the final sections

# Potential Section Headings

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- EDUCATION
- HONORS & AWARDS
- GRANTS & FELLOWSHIPS
- PROFESSIONAL DEVELOPMENT
- CERTIFICATIONS & LICENSES
- MILITARY SERVICE/EXPERIENCE
- RESEARCH EXPERIENCE
- PUBLICATIONS & PRESENTATIONS
- SCHOOL SERVICE/CAMPUS INVOLVEMENT
- TEACHING EXPERIENCE
- COMMUNITY SERVICE
- LEADERSHIP EXPERIENCE
- CLINICAL/HEALTHCARE EXPERIENCE
- ADDITIONAL WORK EXPERIENCE
- LANGUAGES
- PROFESSIONAL MEMBERSHIPS
- EXTRACURRICULAR ACTIVITIES
- HOBBIES & INTERESTS



# Contact Information

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- Name: Formal legal name
- Current address
- Phone number
- Current Student UC Email address
- Do **not** include personal information
  - Birthdate, place of birth, marital status, spouse/children info

# Contact Information

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Meredith A. Smart  
513 Future Physician Way  
Cincinnati, OH 45267  
smartme@mail.uc.edu

# Education

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## EDUCATION

### **Doctor of Medicine**

*University of Cincinnati College of Medicine (UCCOM), Cincinnati, OH*

• Anticipated Graduation: 2024

2020-Present

### **Master of Science in Physiology**

*University of Cincinnati (UC) Cincinnati, OH*

2018-2020

### **Post-Baccalaureate, Pre-Medicine**

*University of Dayton (UD) Dayton, OH*

2018

### **Bachelor of Science in Molecular Biology**

*Miami University, Oxford, OH*

2017



# Research Experience

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## **Citation Format**

- Position
- Dates
- Institution
- Department/Division
- Principal Investigator/Supervisor
- Title of Project
- Brief annotation of role in project

# Research Experience

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## RESEARCH EXPERIENCE

### **Research Assistant**

2021-2023

*Cincinnati Children's Hospital Medical Center*

*Suzanne Smith, M.D., Division of Psychiatry*

- “Efficacy of individualized education plans in elementary age children with Bipolar I Disorder”
- Protocol development, database creation, data analysis, statistic analysis

### **Staff Research Associate I**

2018-2020

University of California, San Francisco

*Steven March, M.D., Department of Endocrinology*

- “Adolescent factors contributing to development of diabetic ketoacidosis”
- Literature review, patient enrollment, data analysis



# Research Experience

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- Advisor: First & Last Name, Degree(s)
  - **Bullet 1:** What was the name of the research project/topic?
  - **Bullet 2:** What was your role or tasks within the project?
  - **Bullet 3:** Summarize your outcomes or accomplishments (i.e. 4 publications, 1 conference presentation)
- Avoid dense blocks of text. Instead, create a bulleted list to describe the research performed and any notable accomplishments (Limit to 4 bullets)
- If this experience includes basic research that did not result in a publication, provide a very brief overview of the lab's focus as well as the projects you were exposed to, the specific duties performed, and techniques/skills acquired. However, it is not necessary to list every single research technique.



# Honors & Awards

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- List academic honors (e.g. Deans List – 7 semesters) and memberships (e.g. Phi Beta Kappa)
- List merit-based scholarships and fellowships, travel awards, research awards
- If numerous items, separate into subsections (ex: College of Medicine, Undergraduate)
- **Do not** include high school related items
- **Optional**: Include a brief bullet point summarizing the award (e.g. Full merit scholarship toward medical school) and/or criteria (e.g. Awarded to top 5% of students nationally)



# Honors & Awards

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## HONORS & AWARDS

- |  |              |
|--|--------------|
| Charlotte R. Schmidlapp Scholarship  | 2023         |
| • Awarded to a senior female student who has demonstrated leadership ability, with particular emphasis on women's issues, academic achievement and community involvement |              |
| Child and Adolescent Health Medical Student Scholars Program, UCCOM  | 2020-present |
| • Educational enrichment in Pediatrics through clinical, research and mentoring opportunities  |              |
| Golden Scalpel Award, Gross Anatomy, UCCOM   | 2020         |
| • Awarded to the top dissecting student group  |              |
| Miami University President's List, 5 semesters   | 2016-2020    |



# Grants & Fellowships

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- Undergraduate, graduate or medical school grants or fellowships which you applied for and received
- Cite date and name of grant (and may include \$ amount) with the actual project and/or publication listed separately under appropriate heading i.e. Research Experience, Publications & Presentations, etc.
- Cite date, name and location of fellowship with actual project listed under appropriate heading

# Grants & Fellowships

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- If awarded a grant or fellowship but turned it down, may cite it with a notation (awarded but declined)
- If only have 1 grant/fellowship, may place it under the most appropriate heading and not have this as a separate section

## GRANTS & FELLOWSHIPS

Medical Student Summer Research Fellowship, UCCOM 2020

Miami University Honors Program Research Travel Grant, Honduras 2019

Miami University International Study Abroad Grant, Germany 2018



# Professional Development

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- Special internship or training program (e.g. leadership development)
- National meetings attended for educational purposes but did not present a scholarly project
  - OK to include as a medical student as it may show interest in that specialty or topic
  - Remove these types of entries after medical school

# Certifications & Licenses

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- Ensure your certifications are up to date and are not expired
- Anything that is expired you will want to refrain from including on your medical CV
- Listing certificates and licenses earned including those of non-medical nature if they are meaningful to you or pertain to activities listed on your CV

# Certifications & Licensure

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## CERTIFICATIONS & LICENSES

**Basic Life Support (BLS) for Healthcare Providers**

Exp. Date 6/2025

**Emergency Medical Technician (EMT) License, *Ohio***

Exp. Date 6/2025

# Military Experience

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## MILITARY EXPERIENCE

United States Navy  
Ensign, Medical Corps

2022-Present

# Publications & Presentations

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- Ensure your publications and presentations are in **APA** format (*See the UCCOM Quick CV Citation Guide*)
- **Never** change the order of the authors in the citation
- Citations may also be listed in reverse chronologic order although some prefer to list in chronologic order
- **Example:** Happy D, Grumpy A, Sleepy CS, **Student AB**. *Personality trends among current medical school classes*. Arch of Irrelev Opin 2010;1:28-38.



# Publications & Presentations

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- **Abstract that is published, in a journal or a “Proceedings” publication for the meeting, and that you presented (the presentation will be a separate citation):**  
Happy D, Grumpy A, Sleepy CS, **Student AB**. *Personality trends among current medical school classes*. Arch Irrelev Opin 2009;1:A28.
- **Abstract on which you are an author but did not do the presentation:**  
Happy D, Grumpy A, Sleepy CS, **Student AB**. *Personality trends among current medical school classes*. Arch Irrelev Opin 2009;1:A28.



# Poster & Oral Presentations

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- **If you present a poster or oral presentation at a meeting that does not publish the abstracts, cite as follows:**

Happy, D., Grumpy, A., Sleepy, C. S., & **Student, A. B.** (2009). *Personality Trends Among Current Medical School Classes* [Annual Scientific Sessions of the Association of Associate Deans]. Cincinnati, OH.
- **Grand Rounds Presentation:**

Happy, D., Grumpy, A., Sleepy, C. S., & **Student, A. B.** (2009, August 9). *Personality Trends Among Current Medical School Classes* [Grand Rounds]. University of Cincinnati, Department of Psychiatry and Behavior Neuroscience.



# Teaching (& Mentoring) Experience

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- Include non-medical activities since development of teaching skills pertains to your future medical profession
- Provide context to course structure, student type and discipline
- Include all teaching experience including formal classroom instruction (e.g. lectures, teaching assistant, ESL courses, CPR Instruction, etc.) as well as informal activities (e.g. mentoring, unpaid tutoring)
- If very limited teaching activities, consider including these in a different section instead.
- Include paid teaching experience in this section instead of under “Work Experience” to highlight your level of teaching involvement



# Teaching & Mentoring Experience

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## Teaching & Mentoring Experience

**Musculoskeletal-Integumentary Block Tutor, UCCOM** 2022-Present  
• PAR Statement

**MCAT Instructor, The Princeton Review** 2020-2022  
• PAR Statement

**American Red Cross Lifeguard Instructor, American Red Cross** 2016-2020  
• PAR Statement

**YMCA Camp Counselor, YMCA** 2017-2018  
• PAR Statement

# Community Service

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- Generally, any unpaid or paid service activity. Indicate if you developed something new for the organization that continues to be used, a legacy that you left. Indicate leadership roles.
- Includes mission trips and, if have done several, may want subheadings of “Local” and “International”
- Include all volunteer services performed at various community-based and non-profit organizations including clinics, food banks/shelters, religious organizations and schools as well as special events (e.g. Special Olympics, medical support to races, etc.)
- Within your bullet point: Provide context to your role, volunteer activities and impact



# Community Involvement

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- Clinic Coordinator, *Medical Volunteers of UCCOM*** 2023-Present
- Organize weekly free clinic in homeless shelter, Cincinnati, OH
- Volunteer, *Initiative for Poverty and Justice, UCCOM*** 2019-2022
- Participated in several community volunteer activities and public health education enrichment
- Volunteer, *Habitat for Humanity, Boone County, KY*** 2018-2019
- Assisted with homebuilding projects in a rural community



# Leadership Experience

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- Leadership experience can highlight both on-campus and off-campus experiences
- Institutional leadership roles and/or service activities during medical school and/or prior academic institution including student associations, clubs, committees (e.g. Service Chair – Pediatrics Student Interest Group)
- Leadership roles and/or service activities through professional associations (e.g. American Medical Association, Student National Medical Association)
- For Master CV: Might include best approximation of services hours for activities that involved substantial time commitments



# Leadership Experience

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## LEADERSHIP EXPERIENCE

- |   |           |
|---|-----------|
| <b>Vice President</b> , <i>Urology Student Interest Group</i>           | 2019-2020 |
| • PAR Statement   |           |
| <b>Executive Board Member</b> , <i>Medical Student Association</i>      | 2018-2020 |
| • PAR Statement   |           |
| <b>Captain</b> , Women's Soccer Team, Xavier University, Cincinnati, OH | 2017-2018 |
| • PAR Statement   |           |

# Work Experience

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- You may include both work and healthcare experience (every experience has transferrable skills)
  - **Example:** Includes jobs pertinent to a prior career or to paying college expenses – 20 hrs/wk at Chipotle
- Consider placing healthcare or medical experience under “Clinical or Healthcare Experience”
- Research or teaching jobs should go under those specific headings instead of “Work Experience” to highlight your accomplishments in those areas
- Include all paid work experience including part-time jobs held during college as well as experience prior to medical school
  - **Bullet 1:** Provide a brief overview of work responsibilities
  - **Bullet 2:** Major achievements or accomplishments or skills acquired



# Work Experience

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**Barnes and Noble**, Cincinnati, OH  
*Customer Service Associate*

2022-2023

- PAR Statement 1
- PAR Statement 2
- PAR Statement 3

**Department of Psychiatry, UCCOM**  
*Student Worker*

2020-2022

- Assisted in various office tasks
- PAR Statement 2
- PAR Statement 3

# School Service or Campus Involvement

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- Campus organizations or committees
- Provides information about your interests/affiliations
- Demonstrates that you are engaged in activities outside of studying!

# Professional Memberships

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- Cite memberships in professional organizations (i.e. American Medical Association, American College of Physicians)
  - Be sure to spell out the entire name of the national organization and include the acronym after
- Indicate any leadership roles (e.g. Ohio Student Representative)

# Professional Memberships

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American Academy of Pediatrics (AAP)	2020-Present
American College of Physicians (ACP)	2019-Present
American Medical Student Association (AMSA)	2019-Present

# Hobbies & Interests

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- This should be the **last section** listed on your Medical CV
- These can serve as “conversation starters” in an interview so think about those that you would be most comfortable discussing
- This is a chance to showcase your personality and convey how you spend your free time
- Include 3-4 activities/hobbies/interests
- If possible, include notable accomplishments from these activities



# Hobbies & Interests (Examples)

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## Hobbies & Interests

- Running - finished over 15 marathons across 5 states
- Backpacking – completed over 100-mile portion of Appalachian trail
- Sampling new cuisines and submitted over 50 Yelp reviews

## Hobbies & Interests

- Playing the piano, lifting weights, and cooking

# Office of Student Affairs

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Appointments to start in September!

Senior Academic Advisor  
Katy Popplewell, M.S.  
Office: E450F

Email: [poppleky@ucmail.uc.edu](mailto:poppleky@ucmail.uc.edu)

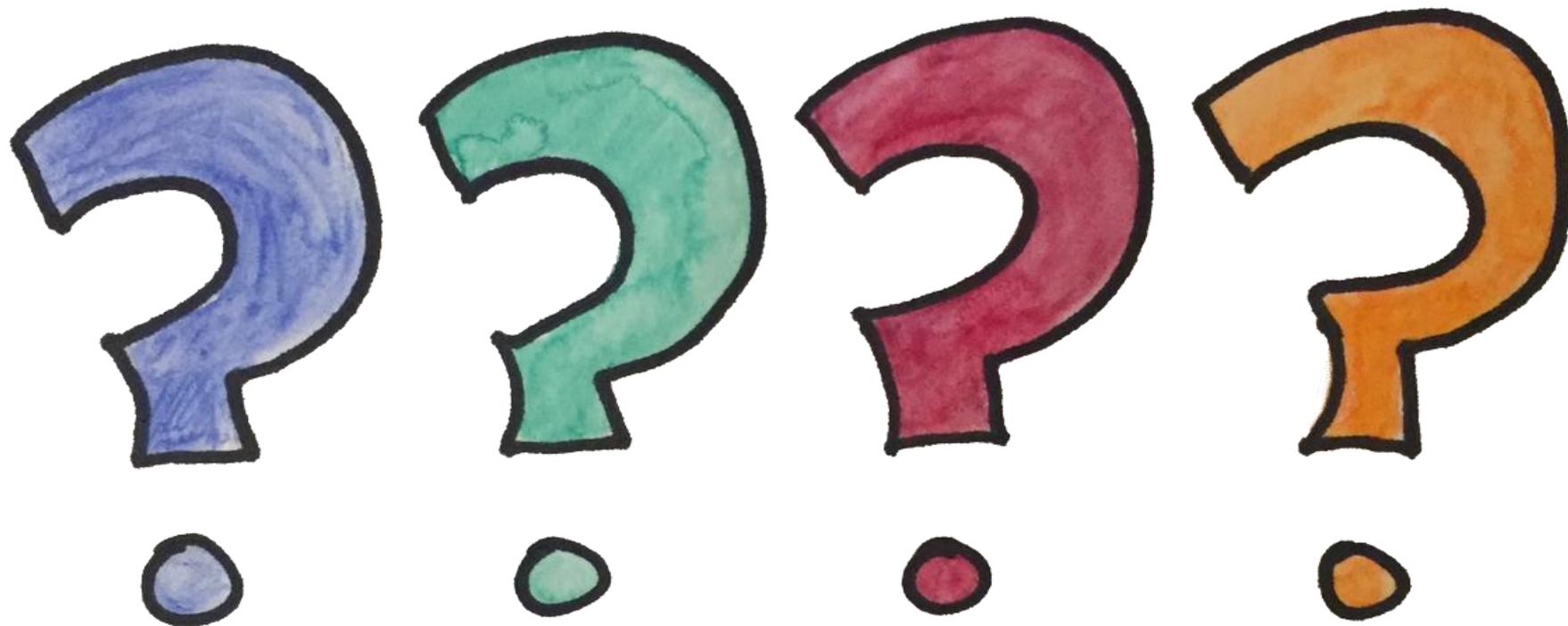


Senior Academic Advisor  
Taffy Dee, MEd.  
Office: E450C

Email: [deent@ucmail.uc.edu](mailto:deent@ucmail.uc.edu)



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# Thank You

Special thanks to Dr. Aurora Bennett (previous UCCOM Associate Dean of Student Affairs) for some of the original content for this PowerPoint.

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CV WORKSHOP  
ADDITIONAL SLIDES  
(Sept 2023)

# Answers to questions asked at CV Workshop

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- **Do I need to include my home address on my CV?**
  - In the past, home address was typically included on the CV as a way to contact applicants via US mail or for Human Resources purposes.
  - Now, with email being the more common mode of contact, if you prefer, it would be OK to include only your email address and phone number.
  
- **Should I include shadowing in my CV?**
  - In general, shadowing should NOT be included in the academic CV once in medical school. Also, it will not be included in your residency application.
  - If you are applying for a MSSP or specific summer program in Specialty X, then it would be OK to mention past shadowing in Specialty X, if desired.



# Answers to questions asked at CV Workshop

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- **Where should I mention a co-op experience?**

- A co-op experience could either be included under “Professional Development” or “Employment/Work Experience”.
- For the first bullet point in the description, describe the co-op as a type of internship during college since some readers may not be familiar with co-ops.

- **Where should I mention an undergraduate thesis?**

- An undergraduate thesis (e.g. senior thesis or honors thesis) can be mentioned in the “Education” section under your major or a bullet point for a particular experience under “Research Experience”
- E.g. “Honors thesis: title of thesis”



# Answers to questions asked at CV Workshop

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- **How should I describe multiple research projects done within the same lab group?**
  - For now, keep the projects under the same heading if done within the same lab group. Later, discuss with your M3/M4 Career Advisor how best to convey these projects on your residency application. Each project can have its own section/bullets

Research Assistant

Dept. of Internal Medicine, University of Cincinnati

PI: Dr. Jane Smith

- Project A: title
  - Your responsibilities for Project A
- Project B: title
  - Your responsibilities for Project B

