

## **Step 1: Writing your CV**

### **There are six tasks to accomplish in fourth year:**

**Step 1: Write your CV. Document what you have done thus far.**

Step 2: Choose a career. Choose wisely: this decision is for the rest of your life.

Step 3: Schedule your fourth year based upon your career.

Step 4: Write a personal statement

Step 5: Complete ERAS

Step 6: Interview and choose a residency.

Step 7: Squeeze the last juice from this orange you call medical school (See Step 3)

Step 8: Clean up details: i.e., take step II of the boards. (See Step 3)

Step 9: The Match

**This chapter will focus upon how to write your curriculum vitae (CV).**

It is never too early to begin preparing a curriculum vitae (CV). Literally translated, the CV is a living record of your training. It is your transition into adult medicine: where you used to participate the curriculum prescribed for you (college, medical school), you now begin a lifetime of designing your own curriculum. The CV is a record of what you have designed for yourself. It serves two purposes: 1) To imply what skills you have obtained as part of your curriculum (job searches, etc.) and 2) To alert you to what holes might exist in your curriculum, thereby directing future endeavors. It is meant to be frequently modified to record the things that you do. By creating your C.V. now, you will be able to accurately keep track of the things that you. Do not wait until you are ready for residency or job searching to make your C.V. It will be difficult to remember all of the things you have accomplished or participated in.

### **I. GENERAL CONSIDERATIONS**

A. CV vs Resumes: The CV is different from a resume.

1. The resume is designed to express interest in a specific job area and to show your qualification for that job area. Resumes are targeted at people who have very little time to read them. For this reason, the resume should be short and focused (one page). As a student of medicine, you have already expressed your interest in medicine. The resume is not for you. Your focus should be on the CV.

2. The curriculum vitae is designed to be a living record of what you have done as part of your training. As such, it is not limited by size constraints.

B. Make the CV neat. The CV should be aesthetically pleasing and easy to read.

1. Keep linear lines throughout. When you have completed your CV, print a rough draft and use a rule to draw lines from top to bottom. All of the categories should line up along the same line. For example:

a. The section title line (i.e, Education, Employment) should be flush to the left. Bold these; all caps.

- b. The date line (i.e., Sept. 1999-2000) should be at a 1/2 inch tab.
- c. Activity titles (i.e., Johns Hopkins School of Medicine, Vice-president AMSA) should be at a 2.5 inch tab.

2. Space as needed. The more the pages, the better.
3. Keep consistent fonts.
4. Keep dates consistent and sequential(recent on top, moving down)

## II. SECTION BY SECTION

### A. Name and address.

1. Bold your name
2. Use only one address and phone number.
3. Include a reliable email address.
4. Center on the page
5. Do not use bolded lines or fancy art.

### B. Education

1. List the dates attended
2. List the school and your degree
3. Include suma, magna, cuma honors with the degree
4. Exclude minor training (i.e.- summer course at local junior college)

### C. Employment

1. List any employment that you think would be of interest to the residency interviewer
2. Non-medicine employment is ok to list, especially if it highlights a skill relevant to medicine (teamwork, empathy, etc.).

### D. Extracurricular activities

1. Stay focused on what the doctor might want to know or what you think has contributed to the skills important in your practice of medicine.
2. If you held an office in an organization, list this first then the organization.
3. Include an explanation of the activity only if it makes the item more impressive.

### E. Awards and honors

1. Stay focused on what the award signifies. What attribute does the award recognize (leadership, teamwork, research, etc.). If the attribute portends success in clinical medicine, you should list the award.

### F. Membership in professional studies

1. AMSA, SGIM, Medical societies
2. Interest groups, minority organizations, etc.

### G. Research Experience If you are involved in a project

1. List the dates of involvement

2. List the project title, the primary investigator. If necessary, describe your involvement in the project.

#### H. Presentations

1. List presentations as you would a research publication (see below)
2. Name of presenter(s) (bold your name), the title of the presentation, the meeting at which it was presented and the date of the presentation.

#### I. Publications

1. Manuscripts: Name of presenter(s) (bold your name), the title of the presentation, the meeting at which it was presented and the date of the presentation.
2. Abstracts
3. Books
4. Book chapters.

J. Grants. List like a publication: Title of project. Date. Grant provided. Amount.

K. Other significant activities. This can be used to list other important contributions made outside the standard academic activities. Examples include, teaching activities and contributions to community service.

L. Hobbies (optional). Commentary on hobbies and personal data should complement the CV, but should not be its focus. Although both sections are optional components of the CV, it is frequently relied upon to provide topics to discuss during interviews.

M. Personal data (optional):Typically includes

- Social security number
- Date of birth
- Marital status
- Children

### III. OTHER CONSIDERATIONS

A. High school accomplishments should be excluded unless they are national honors

B. What is and is not included in the CV is not as important as why you want to include it. The C.V. should list those activities that have been instrumental in your training. For example, if participation in a college athletic event was significant in your learning about teamwork, it is acceptable to add this to your CV. When it comes to extracurricular activities, focus on what attribute the activity has taught you instead of how prestigious the activity appears to be. When it comes time for the interview, be prepared to point out the attribute for each activity. A partial list of attributes include:

- |                 |   |
|-----------------|---|
| 1. Teamwork     | Played on college football team                   |
| 2. Service      | Community service                                 |
| 3. Scholarship  | Research project                                  |
| 4. Intelligence | Dean's list, etc                                  |
| 5. Hustle       | List projects in progress (Even if not published) |



## IV. A Sample C.V.

### Jeffrey G. Wiese

8 Main Street  
Anytown, USA  
(555) 867-5309  
goffy@tulane.edu

#### EDUCATION

|                       |  |
|-----------------------|--|
| Sept. 1999- May 2003  | The Johns Hopkins School of Medicine, Baltimore, MD  |
| Sept. 1995- June 1999 | Drake University, Des Moines, Iowa<br>Bachelor of Arts in Biology; Summa Cum Laude<br>Bachelor of Arts in Philosophy |

#### PROFESSIONAL EXPERIENCE

|               |  |
|---------------|--|
| 2000- Present | Research assistant; Primary Investigator: Jack Daniels, MD. Alcohol hangover research project. Dept. of Medicine. Tulane School of Medicine.     |
| 1996- 1999    | Research laboratory assistant; Primary Investigator: Mike Shlip, MD, FACP. Dept. of Critical Care Medicine. The Johns Hopkins School of Medicine |

#### HONORS AND AWARDS

|      |                          |
|------|--------------------------|
| 2000 | AMSA Student of the Year |
| 1999 | Phi Beta Kappa           |

#### EXTRACURRICULAR ACTIVITIES

|           |                                |
|-----------|--------------------------------|
| 1997-1998 | Vice President, Nutrition Club |
| 1996-1997 | Class Treasurer                |
| 1996-1997 | Primary Care Club, member      |

#### MEMBERSHIP IN PROFESSIONAL SOCIETIES

|              |                                  |
|--------------|----------------------------------|
| 1999-present | American Medical Student Society |
|--------------|----------------------------------|

## RESEARCH EXPERIENCE

2000

A randomized trial of standard chocolate versus krispy kreme doughnuts as adjuncts for weight loss. Primary investigator: D. Dunkin, M.D., Tulane University).

## PEER REVIEWED ORAL PRESENTATIONS

1. **Wiese JG**, Elevation of fat in doughnuts. Society of General Nutritional Medicine. May 5, 2000.
2. **Wiese JG**, The effect of lactulose on fat absorption from bagels. American Federation of Nutrition Research. Feb. 2002.

## PEER REVIEWED PUBLICATIONS

1. Mihalopoulous N, **Wiese JG**, Influenza: recommendations and public health strategies; La Med Jo, 2000; 153: 56-60.

## BOOKS

1. **Wiese JG**, Saint S, Bent S (Authors). The Answer Book: A Guide to the Clinical Wards, Lippincott, Williams & Wilkins, New York, NY, 2005 (500 pages).

## BOOK CHAPTERS

1. **Wiese JG** (Chapter author). Saint-Francis Guide to Outpatient Medicine. Lippincott Williams & Wilkins, Baltimore, Maryland, 2000. (713 pages)

## PUBLICATIONS IN PREPARATION

The Validation of Cognitive Tests in the Alcohol Hangover

A New Approach to Teaching the Physical Examination

Hobbies Playing superman