

Resume vs CV

- Resume lists work experience to apply for a job
- CV (curriculum vitae) lists academic accomplishments to apply for a faculty or teaching position
 - Includes research and volunteering experience in medical school to apply for a residency program
- It's important to have both on hand!

Personal Informational

- Include:
 - First name
 - Middle Initial
 - Last name
 - Professional headshot (optional)
- Can be placed at the top, bottom, or side of the page

Header

- Include:
 - Who you are
 - What you are looking for
 - Why you are a good candidate
- Example: "I am a fourth-year medical student looking for a position in the residency program for XYZ..."

Educational Experience

- List this in chronological order, with the most recent at the top of the page
- High school
 - Include important honors/distinctions (ie. valedictorian)
 - Not necessary to include GPA or other honors that are not relevant
- College degree
 - Include the school and the years attended (Ex. 2020 - 2024)
 - If currently in college, put the year that you started with a dash
 - Example: 2020 -
 - Include degree program
 - Example: Bachelor of Science in Psychology, Minor in Spanish
 - Include important distinctions and honors
 - Use this section to highlight your strengths
- Graduate program
 - Include the school and years attended
 - Include what you are studying
 - Example: Candidate for Doctor of Osteopathic Medicine degree

Scholarly Activities

- Second section of CV, but often not included in resume

- Include:
 - Works in progress
 - Published papers
 - Posters presented
 - Conferences attended
 - Anything else relevant to you as a researcher
- Ensure that each element is cited correctly and in chronological order, with most recent at the top
- Research is not likely relevant on a resume, unless you are trying to get a job that is research-oriented
 - Tailor your resume with or without research depending on what you are applying for

Work Experience

- Listed as the second section in resume, but potentially third section in CV after scholarly activities
- Do not need to include older jobs in the past that are not relevant to your future career
- Include:
 - Your title
 - What company you worked for
 - Responsibilities
 - Rather than listing what tasks you completed, write what changes you affected (ie. started a new employee wellness program)

Volunteer Experience

- Include:
 - Places you have volunteered
 - Time that you spent volunteering
 - What you did as a volunteer
- Service is a very important quality for a lot of companies and schools

Awards and Scholarships

- Include:
 - Relevant awards that depict your strengths or distinguish you
 - Service awards
 - Scholarships
 - Anything else that points to who you are as a person

Skills and Qualifications

- Last part of CV or resume
- Include:
 - Computer programs you are proficient in
 - Languages you know
 - Skills and certifications you have

- Anything else that will help set you apart from other applicants, that are also relevant to your application

Helpful tidbits:

- Try to have someone else look over your resume/CV and provide feedback
 - Helps ensure you are communicating in a way that is easily understood
- Spice up your resume
 - Use blocks, sections, dividers, non-distracting fonts, a headshot, etc that can help you stand out
 - Keep it professional but make it memorable!