

Building your Curriculum Vita (CV)

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Office of Student Affairs

Oregon Health & Science University

CV versus Resume

- Resume
 - **Applying for a job**
 - **Brief summary of work history**
- CV
 - **Applying for residency/fellowship**
 - **Summary of education, honors and awards, work, research, publications, presentations, teaching experience, personal information**

Key Points in CV Development

- Include undergraduate and medical school experiences
- Use outline form
- Place most impressive or relevant section first after education
- Use action words
- Quantify your impact on the organizations you have worked for
- Be specific about accomplishments
- Be honest and accurate

Getting Start

- Gather information
 - **Dates**
 - **Awards**
 - **Publications**

Personal Data

- Current Address
- Current Phone Number
- Cell Phone Number
- E-Mail address

Education

- Colleges and Universities
- Degrees, certificates
- Honors

Education

**Oregon Health & Science University School of Medicine,
Portland, OR**

- MD anticipated, May 2011

Oregon State University, Corvallis, OR

- B.S. degree, Biology, May 2007
- Magna Cum Laude

Honors and Awards

- Organizational, Professional Awards
- Community Awards
- Athletic Awards
- Merit-based scholarships

Honors and Awards

- Phi Beta Kappa, 2007
- Dean's List, all semesters, Oregon State University.
- President's Scholarship, Oregon State University, 2005-07
- Lane County Scholarship, 2004-05
- Eagle Scout Award, August, 2002

Activities, Memberships, Etc

- Membership in professional organizations
- Membership in school organizations
- Specific accomplishments
- Demonstrate leadership, communication, organizational skills; ability to multi-task, teamwork

Professional Memberships

- Radiological Society of North America (2009-present)
- American College of Physicians (2008-present)
- American Medical Student Association (2007-present)
- American Medical Association (2007-present)
- Oregon Medical Association (2007-present)

School Activities

- Dean's Advisor – elected by peers, meet quarterly with other student advisors and Dean of Student Affairs , 2010- present
- American Medical Student Association, 2007 - Present
 - Staffed Health Fair booth, 2007-2008
 - Health Fair Coordinator, 2008-2009
- Asian Pacific American Student Association, 2007-Present
 - Social Events Planner, 2008-2009
 - Staffed APAMSA booth at annual health fair, 2008
 - Participated in Hepatitis B Awareness Dinner, 2008
- Student Host, Office of Admissions, OHSU, 2007-08
 - Represent OHSU as a tour guide and on medical student panels to answer questions and relate medical school experiences to prospective students

Employment Experiences

- Can be both medically and non-medically related
- Demonstrates versatility and responsibility
- Include exact name of organization, location, periods of service, job responsibilities

Employment

- **Office Assistant**, Health Associates, Albany, OR, Summers 2004, 2005
 - Assisted with filing medical charts, patient billing
- **Guest Services Representative**, Target Stores, Portland, Oregon, Summer, 2003

Volunteer Experiences

- Can be both medically or non-medically related
- Demonstrates Social Responsibility and Continuity

Community Service

- **Habitat for Humanity, Corvallis , OR 2004-2005**
 - Assisted in building homes by doing various construction tasks.
- **Project Mexico and St. Innocent's Orphanage, Tijuana, Mexico**
3/2006, 6/2006
 - Assisted in building homes and work on the orphanage doing various construction tasks.
 - Worshiped, shared meals and socialized with the orphans.
- **Fundraisers' Participation**
 - Race for the Cure, 9/2006
 - Project Mexico and St. Innocent's Orphanage Bowl-A-Thon, 4/2006, 4/2007
 - Cystic Fibrosis Walk, 9/2005
 - Race for the Cure, 10/2003

Research

- Location, department, supervisor or principle investigator
- Exact title of research project
- Involvement, responsibilities
- Specific Accomplishments
- Length of research

Research

- Research Intern, Department of Family Medicine, OHSU , Summer, 2008
 - “Bio-terrorism Preparedness Education.” B. Davis, **Your Name**, A. Einstein, J. Smart, B. Done
- *Research Assistant*, Department of Anatomy, Oregon State University, (January 2006 – June 2006)
 - Scanned histological sections of dolphin embryos
 - Created 3D reconstructions of the dolphin middle ear at various states of development

Publications and Presentations

- Research Papers
- Poster Presentation
- Essays

Publications

KS Rosenthal, M Abot, **Your Name**. Turn-ons and Turnoffs Control of Bacterial Virulence Gene Expression. *Infectious Diseases in Clinical Practice* (Accepted for publication, February 2010)

Schulz A, DiNick B, Eler B, Shorten S, Bowers J, **Your Name**, Smith M. Retrospective review of biopsy results following percutaneous fixation of vertebral compression fractures. *Injury*. 2007 Apr;39(3):327-33.

- Pullout strength and load to failure properties of self-tapping cortical screws in synthetic and cadaveric environments representative of healthy and osteoporotic bone.

Presentations

- **Your Name**, P. Smith. Synthesis of a Triazole-Linked Disaccharide Mimic. Poster Presentation. OHSU Student Research Symposium, OHSU, April 2009
- **Your Name**, Pommering P, Henige C., Dashiell J. ICP34.5 from Neuroinvasive HSV-1 (SP7) Promotes the Localization of Glycoproteins to the Cell-Cell Junction. Presented at:
 - AMA-MSS and Resident & Fellow Section 5th Annual Joint Research Poster Symposium. Las Vegas, NV, November 10, 2010.
- **Your Name**. The Role of Myosin Phosphatase and Rho Kinase in Aging Smooth Muscle. Poster presented at the annual meeting for the Federation of American Societies of Experimental Biology. Washington, DC, April, 2004.

Skills and Interests

- Licenses or Certifications
- Languages
- Interests
 - Politics
 - Sports
 - Hobbies
 - Arts, Crafts
 - Reading
 - Travel

Final Words

- Accurate
- Easy to read
- Include name at top of second page
- Draft, edit, edit again
- Send to your Residency Advisor or Anita Taylor for review