

# Name

City, State, Zip

Phone

Email

Use a font that is easy to read (e.g. sans serif fonts such as Calibri – shown here – or Ariel, or if you'd prefer, Times New Roman) All dates should be in reverse order i.e. newest first and right justified – to do this a 2 column table was created and the lines were removed. Keep the format consistent e.g. 05/2020 versus May 2020

## EDUCATION - Note: do not include high school information

Boston University School of Medicine

Doctor of Medicine

anticipated 05/20\*\*

Gold Humanism Honor Society (if applicable)

Alpha Omega Alpha Honor Medical Society (if applicable)

Undergraduate Institution, City, State Abbrev

20\*\* – 20\*\*

Degree format e.g. Bachelor of Science, *summa cum laude*, Biology

Minor (if applicable)

GPA (optional)

**HONORS and AWARDS** - Note: you can split undergrad and medical school, but you don't have to. Include professional awards e.g. Best poster, travel awards; Dean's list, honor societies etc.

### Medical School

Award, Sponsor

Year

### Undergraduate

Award, Sponsor

Year

## PROFESSIONAL ASSOCIATIONS

American Medical Association

00/20\*\* - present

## LICENSURE

Step 1 – Pass, Score

06/20\*\*

Step 2CK

anticipated 07/20\*\*

Step 2CS

anticipated 11/20\*\*

**RESEARCH EXPERIENCE** - You may substitute different headings depending on your experience e.g. **CLINICAL RESEARCH EXPERIENCE, PUBLIC HEALTH EXPERIENCE, GLOBAL HEALTH EXPERIENCE**. These or similar headings may also be used for additional sections of your CV

Department, Institution, City, State

00/20\*\* - 00/20\*\*

Advisor: First & Last Name, Degree(s), Title (e.g. Assistant Professor)

Include a brief description (bullets OK, 5 lines maximum) of your work and skills (presentations and publications will be in a different section)

**PUBLICATIONS** – If you hold **PATENTS** include these in their own section below publications

Authors. (Year). Title. Journal. Volume: Pages e.g. 20-24. DOI (if possible).

Note: use the author order that was published in the journal. You can use an asterisk to indicate joint authorships – **bold** or underline your own name e.g. Dent, A. \*, **Prefect, F.\*** and Beeblebrox, Z. (Year). Title. Journal. Volume: Pages. \*indicates that both authors contributed equally to the work.

If the publication is accepted but not out yet, add *in press* to the end of the citation. Similarly, *in preparation* (if not submitted) or *under review* may be added if appropriate.

**PRESENTATIONS** - You may separate into subheadings or indicate (Talk), (Poster) or (Abstract) after the citation

*Talks*

Authors (**bold** or underline your name) (Year) Title. Meeting, Location, State

*Poster presentations*

Authors (**bold** or underline your name) (Year) Title. Meeting, Location, State

*Abstracts*

Authors (**bold** or underline your name) (Year) Title. Meeting, Location, State

**LEADERSHIP EXPERIENCE\***

Role, Organization, Institution, City, State

00/20\*\* - present

Include a brief description (bullets OK) of your duties and activities

**VOLUNTEER EXPERIENCE\***

Role, Organization, Institution, City, State

00/20\*\* - 00/20\*\*

Include a brief description (bullets OK) of your duties and activities

**TEACHING EXPERIENCE\***

Role, Organization, Institution, City, State

00/20\*\* - 00/20\*\*

Include a brief description (bullets OK) of your teaching including e.g. goals, student population, subjects taught.

\* May be included under one heading e.g. **VOLUNTEER ACTIVITIES**

**WORK EXPERIENCE**

Job title, Employer, City, State

00/20\*\* - 00/20\*\*

Include a brief description (bullets OK) of your role including responsibilities and major achievements

**LANGUAGES (or LANGUAGE SKILLS)**

Spanish – fluent (spoken, reading, writing, interpreting)

French – beginner

## **INTERESTS**

Put something fun here that reflects your personality