

## **CV Checklist for M.D./D.O. Students**

- ☐ **Formatting your CV:**
  - ☐ 11 or 12 point font (Times New Roman or Calibri)?
  - ☐ 1 inch margins?
  - ☐ Last name and page number in upper right corner, starting with page 2?
  - ☐ Personal mailing address (not school address) and cell phone #?
  - ☐ Headings in correct order?
  - ☐ Entries listed in reverse, chronological order?
- ☐ **For Education, did you:**
  - ☐ Include cum laude, magna cum laude, or summa cum laude if relevant?
  - ☐ Include dates of attendance?
  - ☐ (If any gap years), include your activities in those years elsewhere on CV? (e.g., under work or research experience)
- ☐ **For Honors & Awards, did you:**
  - ☐ Include any medical school scholarships? No need to list \$ amount.
  - ☐ Include any undergraduate or graduate awards? E.g., President's List, Dean's List, national honor societies, scholarships, etc.
- ☐ **For Extracurricular & Community Service Activities, did you:**
  - ☐ List any leadership roles and describe what you did?
  - ☐ For those activities in which you had leadership roles, also list your membership dates (e.g., **Pediatric Interest Group, Vice President (May 2015 – May 2016); Member (August 2015 – Present)**)
  - ☐ Use active verbs in your descriptions?
  - ☐ Avoid use of full sentences (instead using brief, bulleted descriptions, with 1-3 bullets per activity)?
  - ☐ Include medically-relevant or very significant undergraduate experiences?
  - ☐ Use a separate heading for Community Service Activities if you have many (for ease of reading)?
  - ☐ Delete any preceptorships or shadowing experiences (as these do not belong on the CV)?
- ☐ **For Research Experience:**
  - ☐ No literature reviews or case reports listed in this section?
  - ☐ No results, presentations, or publications listed in this section?
  - ☐ Project title bolded?
  - ☐ Your role specified (e.g., Principal Investigator, Co-Investigator, Research Assistant)?

- ☐ Your mentor, professional degree (e.g., MD/PhD) and institutional affiliation specified?
- ☐ Two bullet description of each experience – type of research project, description of what was done (or is being done)?
- ☐ Include ongoing and any current or past research projects – regardless of whether they led to publications or presentations
- ☐ Don't forget to include undergraduate or graduate research!
- ☐ **For Presentations & Publications, did you:**
  - ☐ List all authors in order, last name first, then first initial (e.g., Verduin M), with your name bolded? (Do not include degrees in authorship listing [e.g., Ph.D. or M.D.]
  - ☐ Include oral or poster presentation designation?
  - ☐ Include conference where presented, including city, month, date, and year?
  - ☐ For publications, include only published or accepted manuscripts, case reports, and literature reviews (not submitted)?
  - ☐ Consider separating these sections if you have more than one entry in each category?
- ☐ **For Professional Memberships, did you:**
  - ☐ Include any national societies, such as AMSA, AMA, and national specialty organizations? (Membership in school-based organizations and interest groups belongs under Extracurricular Activities)
  - ☐ Include dates of membership?
- ☐ **For Hobbies & Outside Interests, did you:**
  - ☐ Include any personal interests or hobbies?
  - ☐ Include any languages spoken, and indicate your fluency?
  - ☐ No need to include BLS certification, OK to include other licenses or certifications (e.g., ACLS, PALS)
  - ☐ Consider any other info you may want to share (e.g., info about spouse and/or children, sports achievements, other interesting info that does not fit into above categories)
- ☐ **Final Review:**
  - ☐ Be careful not to list items multiple times in different sections, as this is redundant and could be mistaken for “padding” your CV
  - ☐ Did you ask your advisor to review your CV?