

CV Checklist

Writing

- Include all information that will help program directors identify you as an outstanding candidate for residency.
- Remove old or irrelevant information.
- Double-check to ensure that all of the information on your CV is scrupulously factual.
- Edit entries so that they are as concise as possible.
- If you have any questions, consult an advisor.

Organization

- Choose and name categories according to what is most logical for the information you have to present.
- Put the most important and impressive categories first.
- List experiences in reverse chronological order (most recent first).

Design

- Group related information together.
- Separate unrelated information.
- Choose an alignment scheme (all-left is probably easiest) and stick to it.
- Make sure that whatever design elements you have chosen for your CV are used logically and consistently.
- Use differing fonts, font styles, and font weights (sparingly) to highlight important information.

Editing and Proofing

- Read your CV out loud to make sure that everything on it makes sense.
- Check that no information has been repeated.
- Check that bibliographic entries adhere to a single citation format.
- Double-check that you have not accidentally substituted any homophones for words you intended to use.
- Check that dates are correct and current.
- If you have lists or bullets, ensure that each item in the list parallels the others.
- Check that verbs are conjugated consistently.
- Squint at your CV and make sure that you can still identify the most important elements and understand how the information on it is organized.
- Use a ruler to check that the alignment of elements is consistent.
- Look for extra spaces and tabs in places where they don't belong.
- If you have chosen to include a period at the end of each entry, make sure that this is consistent. If you have chosen not to include periods, make sure there are none.