

Sample Personal Statement

Early in medical school, I suspected I would choose a field in medicine based on a long-standing fascination with the complexity and varied nature of disease processes. With an open eye, I embarked on a rigorous year of clinical clerkships. However, while rotating through medicine, my initial interests were solidified. I found the ability to connect with patients and the development of strong emotional ties all encompassing. When taking care of patients I was focusing not on one, but multiple body systems.

The marriage in medicine between pathophysiology and man is best exemplified by MP. I had begun my month in hematology when I was first consulted on his case. Recently transferred from an OSH for management of "the worst case" of ERCP induced pancreatitis anyone had seen, his diminished platelet count of 30,000, PT of 16, and numerous schistocytes led me to believe it was disseminated intravascular coagulation(DIC). As his underlying pancreatitis was controlled his DIC resolved. The following week, now as part of the infectious disease team, I was seeing him again, this time for continual spiking fevers to 103 degrees despite negative cultures and a trial of antibiotics. Since cultures of his pancreatic cysts had been negative, we went ahead and stopped all antibiotics, and waited, believing this to be a drug fever. The days passed and MP remained in the hospital, with out much change. I moved on to the liver service, which had been his primary team, and eventually left him still fighting for his life - and me wondering if there was anything different that we could have done. Although fractured at time, I found the relationship which I developed with him and his family to be the most rewarding experience I have had as a medical student.

During medical school I have used the opportunities afforded me to broaden my networking and educational experiences in pursuit of a more well rounded medical education. During the summer after my first year I spent a month in one of the university hospitals in Madrid, Spain, gaining insight into the differences and similarities inherent in our health care systems. I found that medicine abroad is much more holistic and spiritual when compared to our system. My goal when I returned was to share these findings with my classmates. I began acting on this interest by revitalizing the William Pepper Medical Society under the guidance of the Department Chairman, Dr. Peter Traber. My responsibilities include recruiting medicine faculty to lecture students interested in internal medicine on topics that are not covered by the traditional medical curriculum, such as medical futility and alternative medicine. For many students in their pre-clinical years, this forum serves as an introduction to the field of medicine, and hence is of enormous import in medical education at the University of Pennsylvania. Another of the intriguing challenges that I have faced at Penn includes living with nine other medical students at Nu Sigma Nu, a medical school co-op. Being able to work as a team with many diverse personalities had been a formidable task, but, one that has shown me that many times you need to step back, let go of your ego and think of the broader picture. Only then can you proceed. For the next three years, I hope to join a program that will impart a solid foundation in the science and technical practice of medicine while maintaining a personal connection with the patients I see. Eventually I aspire to a career in academic medicine, which will allow me to increase my effectiveness as an educator and researcher. Academia allows for a continuous exchange of ideas as well as interaction among colleagues enabling me to contribute and keep up to date with new advances in medicine. The training and rigors of an academic institution will also strengthen my interests in combining clinical research with that of patient care. By partaking in such activities I will also be acting as an educator passing my insights to rising residents and medical students.

As someone who has always been very goal-oriented, I am looking forward to beginning my residency. My life to date has prepared me to deal with many obstacles and also has shown me the determination, resilience, strength, and caring that are a part of my character. As I look toward my future in medicine, I believe these characteristics will enable me to succeed and be a valuable asset to the profession. My experiences have been very rewarding because I have identified with patients and admired their courage in the face of an uncertain prognosis. I anticipate that working in internal medicine will be equally rewarding and look forward with enthusiasm.

Personal Statement

" This is it ! This is what I want to do." This thought ran through my mind almost daily during my third year surgical clerkship. Time and again, the sense of excitement was felt participating in the workup, diagnosis, and treatment of everything from acute appendicitis to bilateral adrenal pheochromocytomas. Every morning I found myself eagerly anticipating what the day would bring, whether it be time in O.R., clinic or the wards, and every evening the same eagerness accompanied reading about the diseases afflicting my patients.

The specialty of surgery holds several attractions; the high degree of patient contact, the intellectual challenge that is demanded in evaluating every patient, the satisfaction in learning and mastering manual skills, and the fast pace that is the nature of the specialty. However, this field of medicine demands as much in return as it gives to the practitioner. Surgery calls for a lengthy time commitment, starting in residency and continuing throughout the surgeon's life. Continual mental and physical stresses are placed upon the surgeon as well as the emotional strain of always putting the patients' needs before those of yourself and family. In spite of these admittedly weighty responsibilities that this field calls for, surgery holds an undeniable appeal for me that is matched by no other.

A surgical residency that combines a large volume of pathology with strong clinical teaching in a stimulating academic environment will provide me with a solid foundation of surgical knowledge, skill, and decision-making abilities. The opportunity to participate in research is also important. Presently, my principal interest is general surgery. My career plans include a primarily clinical career with some clinical research and teaching.

The assets that I will bring to a surgical residency include the personal traits of being honest, responsible and caring. My high level of enthusiasm for this field along with a strong midwestern work ethic and desire to excel are all qualities that are needed in a surgeon. In addition, a high degree of intellectual inquisitiveness coupled with a solid fund of knowledge make me a candidate who will be a productive member of any residency and the field of surgery.

In the year prior to starting medical school, I served as a Jesuit volunteer in Houston, Texas. As a full-time caregiver to hospice patients with AIDS, I discovered that the most invigorating connections I made with my patients occurred during our simplest shared moments. The care I gave to patients certainly did not change the final outcome of their disease processes, but their lives were a little less harsh because of the favorite meals I cooked, the backs I massaged, and the jokes we shared. In family practice, I experience the same profound satisfaction of being present for the day-in-day-out aspects of my patients' lives. The family physician's greatest strength and most difficult challenge is to be adequately skilled at caring for the broad spectrum of patients' needs. During my third year clinical rotations, I enjoyed and excelled in each specialty. During obstetrics, however, I missed performing newborn exams; while on psychiatry, I longed for the challenge of managing complex medical problems. With my drive for learning and my passion for patient care, this specialty allows me to meld my interests in the diversity of patients and medicine.

Knowing that family practice, particularly in a smaller community, has long been a career goal of mine, I participated in my school's Rural Opportunities in Medical Education (ROME) program. This learning opportunity allowed me to spend the first seven months of my third year in a rural North Dakota community. As one of two students, I had unparalleled access to my preceptors, including eight family physicians. Despite being far removed from the majority of my classmates and traditional didactic lectures, I excelled in self-directed learning, with my patients' illnesses as the foundation of my curriculum. Over the seven months, I fostered a relationship of trust with patients and their families.

As I quickly developed a place of acceptance in the hospital and community, I recognized the impact a family physician creates in a small town. Because I knew my patients both inside and outside the hospital, I better assessed their fears and answered their questions. When I told an elderly patient I was leaving Hettinger to continue my training at a larger facility, she said in her thick German accent, "Oh, how I will miss you. I don't understand all that doctor-talk. You explained things for me." These are the moments when I know, without a doubt, that I am called to family practice.

Characteristics I value about a residency program include preceptors who are skilled and dedicated teachers; residents who are intelligent, reliable, and fun colleagues; and a learning environment where patient-based practical experience is balanced with promoting life-long academic pursuit. I look forward to caring for a diverse population of patients with a wide variety of needs. In particular, I would appreciate the opportunity to care for people who are otherwise medically-underserved, whether this be during the course of my regular day or as a volunteer during my free time. Eventually, I plan to obtain in-depth training to be skilled in evaluating and managing higher-risk obstetrical cases; I hope to make obstetrics and women's health a strong focus of my practice. The program I attend must demonstrate commitment and success in training family physicians who excel in this area. I would appreciate an opportunity for us to become familiar with each other and determine if our ideals of compassionate patient care and sharply honed clinical skills intersect.

My life theme has been one of caring, compassion and service to others. One of my greatest strengths is the ability to build and maintain relationships. I view people as 'gifts'; each unique, yet, each with the hope they will be discovered, loved, and treated with respect and kindness. It is this sense of compassion and love for people which I brought to my previous social work experience in children and family services, my military career and that which I will bring to my work as an Obstetrician/Gynecologist.

I learned and adopted a strong work ethic, compassion, and service to others from a close and supportive family. My parents were always actively involved in various service organizations and stressed the importance of giving back to the community. Growing up on a farm I learned very early the necessity of hard work and the importance of team work.

My interest in women's health began long before medical school. From my social work experience I learned the importance of good prenatal care, and parenting education. By conducting child abuse and neglect assessments I learned of not only of the destructiveness that can occur between people, but also the tremendous growth and healing that can take place. It is this experience which developed my interest in pediatric and adolescent gynecology and my commitment to becoming competent in the medical assessment of children who may have been victims of sexual abuse.

Relationships are very important to me, so the potential for having long term relationships with patients in an obstetric and gynecologic practice is very exciting. The diversity of obstetrics and gynecology is very enticing. The miracle of life in delivering babies is exciting and fulfilling, but the opportunity to provide education and other prenatal care is a greater source of motivation for me to make a difference. The diversity of clinic, deliveries, and surgery is exciting and challenging. To be an effective obstetrician/gynecologist I sense the need to have a strong foundation in primary care medicine, and so seek a residency program who emphasizes comprehensive women's health care. I am looking for a residency program that will educate and challenge me through interaction with dedicated physicians and peers, and allow ample patient exposure with the variety and complexity needed to develop the diagnostic and technical skills necessary for the clinic and operating room.

In ten years I expect to be practicing general obstetrics/gynecology with a group practice in a rural community, with a connection to a medical school allowing me the opportunity to teach medical students and residents. My commitment to woman's health, providing excellent patient care with clinical confidence and compassion, a strong work ethic, enthusiasm, excellent leadership qualities will make me an excellent physician and a very effective member in an obstetrics/gynecology residency program.

Autobiographical Statement

Medical school has given me the opportunity to contemplate and explore many specialties. After careful deliberation I have decided to pursue a career in radiology. I believe that radiology offers me the potential to combine my medical interests with my engineering background and research interests. I plan to combine a career in academic radiology with research and teaching in the area of biomedical image processing.

My undergraduate training was in electrical engineering with special emphasis in signal processing and control theory. As an undergraduate I also had the opportunity to work at IBM through their cooperative education program. I witnessed while working at IBM how classroom knowledge applied in the real world and I was also able to gain much needed practical work experience using PC's and mainframe computers. My responsibilities at IBM included developing automated computerized test programs and interfaces, analyzing the read/write channel of disks and tape drives, and analyzing servo control systems in hard drives. Although engineering was an intellectually challenging and rewarding career, I decided that I wanted more meaning in my career; I wanted to see that what I was doing would benefit people in a direct way. I decided to go to medical school and spent one year at Arizona State University in bioengineering completing pre-medical requirements. Graduate school also afforded me the opportunity to teach classes in Physiology, Physiological Instrumentation, and Biomedical Instrumentation and to take several advanced engineering classes in bioelectricity, digital signal processing, image processing, and neural networks. I have also spent one year as a graduate research assistant at the USDA Human Nutrition Research Center in Grand Forks, ND. My research consisted of developing Fortran and C programs to display and analyze data collected in the whole-body gamma ray spectroscopy laboratory.

I received a full tuition scholarship to the University of North Dakota School of Medicine and have thoroughly enjoyed the past three years. As a freshman in medical school I had the opportunity to participate in the first year of a mentorship program that the school had initiated. Each student was able to pick an area of interest and a volunteer faculty member in that discipline was matched with us. We were then able to spend a few hours each week with the faculty member learning about what clinical medicine is about and how basic science concepts are applied in medical practice. I chose radiology and was matched with a neuroradiologist who had done his M.D./Ph.D. at Temple University. He was an excellent teacher and I knew from just the few hours a week that we spent together that Radiology, with its combination of medicine and technology, is the area in which I would specialize.

While a sophomore in medical school I became a father. My first born was a son born November 22nd. The miracle of life is never more evident than when you see your child being born and witnessing firsthand the development that children undergo in their first few years of life. Balancing a family with the time commitments of medical school have made me even more mature, disciplined and balanced.

During my junior year in medical school I finished my master's degree in electrical engineering. The research project was the development of software that allowed the display and processing of MR brain images. I also provided a database of normal brain images that I collected, downloaded and stored as binary image files. The brain images were obtained from the community hospital's 1.5 T GE scanner. The database and software will be used in conjunction with histologic brain slides in the teaching of the graduate school and medical school neuroscience class. I started the project during the summer before medical school and worked on it during breaks during the first three years. It was a valuable way to stay in touch with my engineering background and the experience significantly improved my C programming ability.

I have a strong background in engineering and medicine. My scholastic record is an indication of my intelligence, motivation and work ethic. I have done honors work in several areas directly related to Radiology such as gross anatomy, neuroanatomy, developmental anatomy and physiology. I would love the opportunity to take part in the Mayo clinic externship in Biomedical sciences in the area of image processing. It would give me the opportunity to interact directly with some of the top biomedical image processing scientist in the world and to help assess my capabilities for a career in research.

Thank you for your consideration.

PS - General Personal Statement

Becoming a physician is an inspiring and humbling experience- to have the opportunity to make a difference in people's lives, be continually challenged to learn more, and to love what you do. Not everyone can say that about their profession. I chose medicine because I want to bring home more than just a paycheck for my efforts. I'm excited to invest in other people, discuss challenging cases with my peers, play an integral role in my community and to always be learning new things. The UND School of Medicine has provided me with a strong background in the basic sciences and the unique experience of working one-on-one with physicians without competition from other medical students or residents. Because of this, I've had hands-on experience performing many procedures such as endovascular harvest for CABG, open and laparoscopic tubal ligations, D&C, colposcopy, thoracentesis, delivery and episiotomy repair, cardioversion, joint injections and drainage, central line placement, chest tube placement, and esophagogastroduodenoscopy. Now I am ready to move on to the next step in my pursuit towards a future in Obstetrics and Gynecology.

My decision to specialize in Obstetrics and Gynecology was a relatively easy one. Although I enjoyed my rotations in the other medical specialties, they did not captivate me quite like Ob/Gyn did. This field combines the intellectual challenge of Internal Medicine, the intensity and technical skills of General Surgery, and the continuity of care and illness prevention common in Family Practice. These characteristics are all a part of the goal I have for myself in my future practice.

I knew I would like Obstetrics but was surprised to discover that Gynecology was even more fascinating. I enjoyed the patient interaction during routine exams, as this provided an excellent opportunity for health education and disease prevention. Gynecology offered more than other surgical specialties did- the chance to develop a relationship with my patients and spend more time together than just quick pre- and post-op examinations. I need to experience more in the field of Obstetrics and Gynecology before I can make an educated decision to pursue a career in one of the gynecologic sub-specialties or practice primary care Ob/Gyn. Either way, I am looking forward to precepting for medical students and residents as a way to both give back to medical education and keep me on my toes.

I am confident I will make a competent and caring physician. I am intelligent, self-disciplined and responsible as well as kind and patient. Helping people and working as part of a team is second nature to me as I am a good listener and deeply committed to the welfare of others. My love for medicine and people is a fire that drives me to learn more. My goal is to become an excellent Obstetrician and Gynecologist with a strong focus on gynecology and preventative medicine. I continue to have the enthusiasm and dedication with which I entered medical school and the broad knowledge UND School of Medicine has provided me, along with an excitement to begin my next step of training. I am looking for a residency program that will educate and challenge me through interaction with dedicated physicians and peers, allow ample patient exposure for continuing the development of my diagnostic and interpersonal skills, and provide the opportunity to learn the technical skills I will need for both the clinic and the operating room.

Thank you for considering my application. If you are looking for hard-working, enthusiastic and compassionate individuals to join your program, I am anxious to contribute not only my enthusiasm to learn but also my eagerness to excel.

As a competitive long distance runner for thirteen years, I have come to appreciate three entities essential to a successful race: a solid foundation on which to build, perseverance to keep sight of one's goals, and a true captivation for the sport. In medical training, I have seen how these entities contribute to a successful medical profession. The basic sciences of medical school serve as building blocks for assessing the anatomy and physiology of future patients, realizing that as one's knowledge expands, so does the need for continuing education. Most importantly, one must have the highest regard for medicine, since it is only then that both the art and the science of medicine come together.

Being able to see one's occupation as both an art and a science is what attracted me to Internal Medicine. I entered medical school with a yearning to understand the in depth pathophysiology of disease, and three years later, I find Internal Medicine as the one area that answers the "how" and "why" by which the body operates. I thoroughly enjoyed the procedural skills of surgery, the preventative health issues in Ob/Gyn, and the psychosocial impact of psychiatry, yet felt each was missing the holistic encompass of Internal Medicine. Throughout my Internal Medicine rotations, I was allowed to perform procedures that many are not allowed to do until their intern year: thoracentesis, paracentesis, chest tube placement, nasogastric tube insertion, central line and porta-catheter placement, cardiac catheterization and stress testing, endoscopy, as well as laparoscopic procedures.

I have been exposed to the concept that practicing Internal Medicine requires a sharp mind and a compassionate heart. I have spent many hours witnessing the psychosocial aspects that accompany decisions of code status and organ donation, as well as relaying a terminal diagnosis to a patient. My preceptors in Internal Medicine deserve much of the credit, exposing me to the rich science base that the field requires, yet showing me the powerful nature that the art of bedside manner can hold.

My decision to follow the path of Internal Medicine has led me to create several professional goals: I am hoping to find a residency program willing to give me independence in patient care, yet supporting and criticizing my decisions to enable future learning. I am interested in a training program that exposes me to the vast array of subspecialties of Internal Medicine, and demonstrates options of practice in any particular area. I want to finish residency with a very strong general medicine background, yet feeling competitive to continue forward in a subspecialty of choice. My exposure to research has been somewhat limited, so I am eager to be exposed to the opportunities offered, working on projects that have real-life applications.

Once I finish residency and any subsequent fellowship, there are several key features I would like to see in my practice. First of all, I would like to work in an area where there is sufficient population to see the full spectrum of patient problems. Not only will my time be spent in the clinical realm seeing patients, but I also would thoroughly enjoy giving back some time teaching others. I was taught that it is a physician's role to teach those still in their medical training, for physicians are able to bring to life all that has been taught in the classroom up until the clinical years.

If asked to describe myself in two words, the most appropriate would be "determined" and "compassionate." These characteristics are the result of a strong and loving family background. The youngest of three children, I learned by example, acquiring discipline from mistakes and achieving satisfaction from accomplishments. The devotion my parents have shown one another has taught me all I know in terms of sharing. My father has been a prominent leader in education, showing me how determination will never catch a person short of their goals. My mother managed a medical clinic while I was growing up; there I first realized that healing not only requires medical knowledge, but also compassion. I regard my parents as exemplars, having instilled the qualities in me needed to be a leader. I believe strength and ability to achieve my goals are because of my life experiences.

I am more than eager to begin residency in Internal Medicine this next year. If your program is hoping to find a candidate committed to hard work, willing to grow in knowledge, goal-driven while searching for a resolution to a challenge, and mature in handling the psychosocial issues present in medicine, I am such a candidate. As previously stated, I often compare my long-distance running to my medical profession. I have two final goals before graduation from medical school: to run my first marathon and be accepted by an outstanding Internal Medicine residency program. Accomplishing these goals will allow me to build a stronger foundation, give me perseverance to set future goals, and allow me even more true captivation for the sport, and more importantly, for Internal Medicine. Thank you for your consideration.

As a young man in Oregon just out of high school in 1975, I was torn by two passions. One for the sciences in general, and the other for composition and performance of contemporary music. While I dabbled in college during those early years, I supported myself as a self-taught guitarist working in local night clubs. When the opportunity presented itself, I decided to put my education on hold for some time and pursue a career as a traveling musician. In the years that followed I enjoyed a successful musical career. I taught myself to play several instruments including bass, saxophone, mandolin, and piano, and then ultimately traveled to Alaska in 1983 to work for the summer. I was quite taken with the natural beauty and ruggedness of the state and decided to make it my home. While I managed a good living playing music in Alaska, I began to yearn for something more intellectually challenging, and to make more of a contribution to my fellow man. I returned to school in the fall of 1990. I acquired a position at a radio station during my college years and supplemented my income by playing music on the weekends. I quickly rose to a middle management position at the radio station and gained valuable experience overseeing and developing projects related to station promotions and management. The increase in income allowed me to reduce the weekend work, and by my senior year I had enough free time to volunteer in the emergency room at a local hospital. I found the emergency room to be intellectually stimulating and an exciting place to be, and I began to seriously consider a career in Emergency Medicine.

Throughout my training in medical school, the emergency room has held a special attraction for me. I find the variety of medical conditions and patients encountered to be fascinating as well as challenging, and the pace of a busy emergency room to be exhilarating. These feelings were confirmed during my fourth year rotation in the emergency room. I am now firm in my commitment to pursue a career in Emergency Medicine and look forward to my training with great anticipation.

While my primary interest is in clinical practice, I would welcome the opportunity to participate in medical research and education. I am aware that many emergency physicians participate in the training of both medical students and emergency medical personnel, and would consider it both an honor and a privilege to participate in educational programs such as these.

I believe that I offer you unparalleled enthusiasm and dedication to the field of Emergency Medicine. I have elected to apply to your training program because I know it will provide me with the experience and wisdom necessary to achieve proficiency in what I believe to be a most challenging and rewarding specialty. I thank you for taking the time to review my application, and look forward to hearing from you soon.

My interest in medicine began when I realized the impact physicians and health professionals had on my brother's life. Through the past years, my family has ridden an emotional roller coaster of events as major as emergency neurosurgeries and routine as sharing my brother's frustration accomplishing everyday activities due to his cerebral palsy. During these experiences, I witnessed the profound impact physicians and other healthcare workers make. I firmly believe that becoming a physician is a calling to my full potential and that I will make a significant contribution just as others have for my family.

Before beginning medical school I was employed as a Registered Respiratory Therapist. I worked in a variety of clinical settings from the Neonatal Intensive Care Unit to the Emergency Room to Adult Intensive Care. I experienced the satisfaction of weaning premature infants from mechanical ventilation, performing airway management during codes, and moments when I sat and held a person's hand as he or she died from lung cancer. I quickly learned to employ different communication approaches for every type and age of patient and family member I encountered. Most importantly, I came to understand the importance of teamwork and effective communication when delivering healthcare.

Once I began medical school, I quickly realized the advantage I had from my previous work experiences. It enabled me to assimilate information quickly and transition easily into the clinical years of medical school. The University of North Dakota incorporates a problem based approach to learning. This type of curriculum places a heavy emphasis on peer teaching which gave me great satisfaction. My zeal to teach was recognized at the awards ceremony at the end of year two when I was presented with the North Dakota Medical Association's Peer Teacher Award. While it is very satisfying teaching peers, it has also been very satisfying using my teaching skills by giving tobacco prevention talks to children in local communities as a member of *Doctors Ought to Care* or by educating my patients to make healthy lifestyle decisions.

Aside from enjoying the teaching side of medicine, I also enjoy finding answers to questions that remain unknown. I'm currently working on a research project in cooperation with Blue Cross Blue Shield of North Dakota to compare antibiotic prescribing practices between physician and midlevel healthcare providers and also how the location of their practice (rural vs. urban) affects the way they prescribe antibiotics.

I have been fortunate to view our medical system in many dimensions. I've witnessed the receiving end of medical care with my family, delivered medical care as a respiratory therapist and medical student, and assisted in prevention while a member of the North Dakota HIV / AIDS Community Planning Group. I've gained a cultural and different community perspective by mentoring Native American youth at risk through the local United Tribes mentoring program. By assimilating all these experiences, I have come to appreciate those qualities that are most valuable in being a physician such as listening, trust, compassion, competence, and unselfish service.

Although I don't know my exact career path in Internal Medicine, the one thing that is certain is that I will continue to advance my profession. It may be as a physician educator, researcher, a clinician dedicated to delivering the finest healthcare, or a combination of the above. It is my intent to find a residency where I can experience all of these areas so that I might develop my niche. I believe the Mayo School of Graduate Medical Education has potential to provide me with all these opportunities. My past endeavors have been tempered with a strong work ethic, commitment, and patient persistence. I assure you that I am dedicated to reaching my goals and look forward to the challenge of attaining them.

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.