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Contact
 information and
 prominent
 name at top

ANN E. BODY

EDUCATION

Underlined section
 headings and
 white space make
 for easy reading

Aug 2006 Eastern Virginia Medical School (EVMS) Norfolk, VA
 M.D., Anticipated May 2010

2002–2006 University of Virginia Charlottesville, VA
 B.S. in Human Biology with honors
 ■ Concentration: Pathogenesis and Immunity

HONORS AND AWARDS

Activities listed in
 reverse chronological
 order within headings

2009 Gregg Upshur County Medical Society Medical Student Scholarship
 ■ Competitive academic scholarship

2008–present Honors Research Program

2007 Outstanding Community Service
 ■ Dermatology Interest Group, EVMS

2005 University of Virginia Unrestricted Endowed Presidential Scholarship
 ■ Competitive academic scholarship

2002–2005 Alpha Phi Sigma Premedical Honor Society
 ■ Member in Mentorship Program 2002–

2004 Gamma Beta Phi Honor Society

2002–2006 University Honors, University of Virginia

RESEARCH EXPERIENCE/PRESENTATIONS

Section headings
 are descriptive.
 Organization of the
 headings depends
 on your strengths
 and the audience.

2008–present George C. Fox, Ph.D., Faculty Mentor
 Department of Surgery, EVMS

Honors Research Program

- Project: A comparison of the effect of oxidative stress on Melanoma cell morphology

May–June 2007 Morgan J. Adams, M.D., Ph.D., Faculty Mentor
 Department of Plastic Surgery, EVMS

Medical Student Summer Research Program

- Project: The effect of liposuction on weight gain: A comparison across the age of donors
- Poster Presentation: Medical Student Summer Research Program, EVMS

Include header at top of each page

EXTRACURRICULAR ACTIVITIES

- Fall 2008–present Practice of Medicine Year 3 Pilot Group
- Attended monthly meetings with eight students and two faculty physicians to discuss topics in medicine to supplement medical curriculum
- January 2008 Aramco Half Marathon, Houston, TX
- Fall 2007–present Student Ambassador
- Met with undergraduate students and medical school applicants to provide information about EVMS and share personal experiences

PROFESSIONAL MEMBERSHIPS

Include memberships even if you weren't an office holder

- Fall 2007–present Catholic Medical Student Association, EVMS
Treasurer, January 2006–January 2007
- Managed organization's finances; assisted with Annual White Mass for medical professionals on the Feast of St. Luke; represented organization in mass as a Eucharistic Minister and Lector
- Fall 2006–present American Medical Student Association, EVMS
- March 2008 Attended AMSA National Convention, Chicago IL
- Big Sib**, Fall 2007–2008
- Helped a first-year medical student acclimate to medical school
- Fall 2006–present AMA/Virginia Medical Association
- Fall 2006–present Dermatology Interest Group, EVMS
Co-President, February 2008–present

VOLUNTEER ACTIVITIES

Descriptions are comprehensive but concise; not full sentences and begin with an action verb

- August 2009 Camp Dermadillo Charlottesville, VA
Camp Counselor
- This camp, sponsored by the American Academy of Dermatology, provides children with chronic, significant skin disorders the opportunity to experience camp and support each other in a setting of acceptance, love, and fun.
- May–June 2009 Skin Cancer and Sunburn Awareness Teaching Program
Instructor
- Developed and presented skin cancer education and prevention programs to Virginia Beach Patrol Lifeguards and local elementary students, sponsored by Dermatology Interest Group's local chapter
- May 2009 Skin Cancer Screening Program Norfolk, VA
Volunteer, American Academy of Dermatology

May 2009 Miles for Melanoma Walk Norfolk, VA

Participant and fundraiser

- Helped organize, fundraise for, and advertise the event, sponsored by Dermatology Interest Group's local chapter

Jan–April 2009 Office of Academic Support Services, EVMS

USMLE Step 1 Mentor

Dec 2008 Frontera de Salud Norfolk, VA

Volunteer

- Helped provide health care to underprivileged patients by performing well-woman exams, conducting home visits, and performing community health screenings

Fall 2008 St. Vincent's Health Care Clinic Norfolk, VA

Volunteer

- Helped provide health care and distribute medications to underprivileged patients

May 2008 Fun in the Sun at Happy Hollow Gardens Norfolk, VA

Volunteer

- Provided information on sunburn prevention and skin cancer

April 2008 Princess Anne County Fair Virginia Beach, VA

Member of medic staff

May 2007 American Cancer Society Relay for Life Norfolk, VA

Participant and fundraiser

Nov 2006–April 2007 Community Immunity Norfolk, VA

Volunteer

- Helped administer immunizations to local youth

March 2007 Students Teaching AIDS to Students Norfolk, VA

Instructor

- Taught HIV/AIDS awareness and prevention classes to local middle school students

March 2007 The Luke Society Clinic Norfolk, VA

Volunteer

- Helped administer health care and medication to local homeless

March 2007 Norfolk County Health Fair Norfolk, VA

Volunteer

- Provided information on sunburn prevention and skin cancer

Feb 2007 Ronald McDonald House Norfolk, VA

Volunteer

- Helped cook and serve food for families staying at facility

Consider your audience. For ex., volunteer and "helped—implying teamwork—may be important for a particular specialty or program.

WORK EXPERIENCE

May–June 2007 Office of Academic Support Services, EVMS

Academic Tutor

- Courses: Pathogenesis and Host Defense, Pre-matriculation Program

June–Aug 2006, 2004 Boardwalk Beach Service Myrtle Beach, SC

Ocean Lifeguard

June–Aug 2005 Virginia Beach Recreation Dept. Virginia Beach, VA

Water Safety Instructor

- Taught swimming classes daily

June–Aug 2003 Dockside Restaurant Murrell’s Inlet, SC

Waitress

If you have competency in another language, add a “Languages” section

INTERESTS

- Outdoor activities
- Curling
- Travel
- Horseback riding
- Reading
- Cooking
- Attending concerts

Be specific but concise (e.g., “backpacking” instead of “outdoor activities”). This section lets them know you’re a well-rounded person and gives everyone some talking points during the interview.