



Preparing Your Curriculum Vitae for Residency

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Residency Application Components

- ▶ Medical Student Performance Evaluation (MSPE)
- ▶ Letters of Recommendation
- ▶ **Curriculum Vitae (CV)** and Personal Statement
- ▶ Electronic Residency Application Service (ERAS)
 - ▶ Download applications and upload letters of recommendation through this program
- ▶ National Residency Match Program (NRMP)



Residency Application Timeline

➤ Years 1 and 2

- Track your actions/projects/honors/awards/scholarships
- Careers in Medicine

➤ Year 3

- **Write or revise your CV (Nov – March)**
 - Be prepared to write and rewrite and rewrite . . .
 - Info from CV can be used for ERAS and MSPE and provided to those writing LsOR
- Receive ERAS tokens
- Request LsOR
- MSPE Unique Characteristics

➤ Year 4

- Apply through ERAS
- Register for NRMP
- MSPE
- Interviews
- Rank Order List



What is a CV?

- ▶ Similar to a resume but more detailed and can include personal interests and activities
 - ▶ Permanent work in progress
 - ▶ Customize for each purpose
 - ▶ Only chance to make a good first impression
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Goal of Your CV

- To make an argument that you are a strong match for the residency program that you are applying to
- 



Crafting a Competitive CV

5 Steps



Step 1: Decide What to Include

- ▶ What do you want the residency director to know about you?
- ▶ In general, residency directors are looking for information on:
 - ▶ What you would add to the residency program:
 - ▶ Unique experiences
 - ▶ Cultural
 - ▶ Language
 - ▶ Medical
 - ▶ Jobs/Hobbies
 - ▶ Unique or desirable skills
 - ▶ Leadership experiences
 - ▶ Recognitions gained in the past
 - ▶ Experiences or attributes shared with current members of the team



Step 1 Continued

- ▶ CV nucleus: Education, Research, Leadership, Volunteer and Health Experience
- ▶ Hobbies and Interests – keep it short and strategic
- ▶ Ask yourself:
 - ▶ What things are most relevant to the position?
 - ▶ Which things are most recent chronologically?
 - ▶ What things make me unique among other candidates?
- ▶ Length
 - ▶ Inclusive better than too short, but must be readable



Step 2: Outline and Order Section Headings

- ▶ Section headings dependent upon your background and the specialty you want to match into
- ▶ Be descriptive, not general:
 - ▶ **Before**
 - ▶ Education
 - ▶ Experience
 - ▶ Activities
 - ▶ **After**
 - ▶ Education
 - ▶ Clinical Research
 - ▶ Pediatric Focused Experience
 - ▶ Community Health and Service
 - ▶ Conferences and Presentations



Step 2: Descriptive Headings

- ▶ Clinical Research
- ▶ Teaching Experience
- ▶ Community Leadership and Service
- ▶ Healthcare Experience
- ▶ Public Health Experience
- ▶ Advocacy and Outreach
- ▶ Women's Health Experience
- ▶ Pediatric Focused Experience
- ▶ Community Health
- ▶ Employment
- ▶ Honors and Awards
- ▶ Professional Associations
- ▶ Conferences
- ▶ Presentations
- ▶ Publications
- ▶ Language Skills
- ▶ Interests



Step 2: Ordering Descriptive Headings

- ▶ Start with name and contact information
- ▶ Next is Education (institution, location, dates, and degrees earned and expected)
- ▶ Professional Skills (research, teaching, leadership, employment, service, etc.) and Outcomes (honors and awards, presentations, publications, professional affiliations and memberships, etc.)
 - ▶ Order here depends on your strengths and argument as to why you're qualified for specific specialty
- ▶ Extra-Curricular Activities and Interests (optional)
- ▶ List the components of each section in reverse chronological order



Step 3: Write Activity Descriptions

- ▶ Reader should understand the extent of your experience in terms of:
 - ▶ Settings
 - ▶ Whom you worked with (types of specialists, researchers, etc. you worked with)
 - ▶ Populations served (adults, children, underserved, bilingual)
 - ▶ Clinical issues you addressed
 - ▶ Skills developed/demonstrated during the experience
 - ▶ Achievements/Accomplishments gained during the experience
- ▶ Extracurricular activities and interests
 - ▶ Briefly focus on how activities helped you develop skills, if possible
 - ▶ Can be talking points for the interview



Step 3: Be specific but concise!

- ▶ Summarize and highlight; don't pad
- ▶ OK to use bullets
- ▶ Use action-oriented verbs
- ▶ Don't use the first person
 - ▶ "I distributed medications at . . ." vs. "Distributed medications at . . ."
- ▶ Parallelism
 - ▶ Keep structure of phrases and sentences consistent throughout
- ▶ Avoid acronyms
- ▶ Avoid listing one-time activities unless significant
- ▶ DO NOT list anything that is untrue, exaggerated, or not something you want to discuss in an interview



Step 4: Design Your CV

- ▶ Visual impact of your CV sends an important message about your thoroughness and attention to detail!
- ▶ Design Tips
 - ▶ Format
 - ▶ Choose a format that's clean, uncluttered and easily updated
 - ▶ Avoid templates that accompany software programs
 - ▶ Font
 - ▶ Choose one professional font and stick with it (e.g. Times New Roman)
 - ▶ 10-12 font size
 - ▶ Margins
 - ▶ 1 inch margins
 - ▶ Plenty of white space for easy reading



Step 5: Revise and Proofread Your CV

- ▶ Carefully proofread for misspellings, grammatical mistakes, inaccuracies. Have at least one other person proofread.
 - ▶ Submit to mentor, faculty member, or Student Affairs for feedback
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Tips



- ▶ Don't use "Curriculum Vitae" as the main heading
- ▶ Make sure you have name/page # on each page
- ▶ Don't overuse bold and italic
- ▶ If possible, don't split sections across pages
- ▶ Print your CV on good sturdy paper
- ▶ Take 5-6 with you to each of your interviews
 - ▶ Offer one to everyone you interview with



Sample CV

- ▶ Excellent examples on the AAMC Careers in Medicine web site (www.aamc.org/careersinmedicine)
- ▶ Sample CV with my notes and this PP on the on-line Medical Student Handbook (www.med.und.edu/student-affairs-admissions/handbook.cfm) under *Total Wellness Program* tab



Questions?

