

CAREER DEVELOPMENT

Welcome Madison!

Howdy! Madison has been in higher education for much of the last decade. Prior to RVU, Madison was a research assistant, teaching assistant, and most recently, an adjunct faculty member. While finishing up her Ph.D. at the University of Denver in Religious Studies (with an anticipated 2023 conferral), Madison makes time for running, triathlon, golfing, and riding her bike. As a non-skier, she spends the winters waiting for it to be summer with some occasional snow-shoeing mixed in. Madison is so excited to work with the students at RVU and help them develop lifelong career development skills that will not only carry them into medicine but will serve as valuable tool-kits for the rest of their lives. Please stop by Madison's office so she can show you one or one hundred pictures of her dog, May. Unlike Jeddie, Madison cannot care for any plants—cactus or otherwise.



Upcoming Career Events

[Networking Workshop](#)
OCTOBER 17TH 12-1PM

[ePortfolio Workshop](#)
OCTOBER 17TH 5-6PM

[First Year Career Advising](#)
OCTOBER 19TH 3-3:30PM

[LinkedIn Workshop](#)
OCTOBER 24TH 12-1PM

[First Year Career Advising](#)
OCTOBER 27TH 3-3:30PM



Tips to Create a Winning CV

- 1) Start by choosing a template. Check out the [CV Toolkit](#) and download a winning template.
- 2) Add your own experiences. Follow the action + outcome formula for your descriptions. Use strong verbs to emphasize your impact and the competencies you developed. Include numbers!
- 3) Include everything from undergrad and beyond. As you apply for things you'll update or tailor that one to fit what your applying to.
- 4) Always have someone else review your CV. Your eyes tend to go numb to things you've been working on. Career Peer Mentors host workshops and love to review CVs. Career and Professional Development Counselors or the writing center can review your CV, too.
- 5) Remember recruiters will typically spend around 6 seconds looking over your CV. You want it to stand out enough that they want to keep reading.

[CV template #1](#)

[CV template #2](#)

[CV template #3](#)





The Teams
page is
FULL of
awesome
resources
to help you
create a
strong CV.
make sure
to check it
out

6) Send or upload your CV as a PDF. Formatting can get messy on a Word document. PDF will help keep it nice and clean.

7) Include the following categories:

- Education
- Clinical Experience
- Honors and Awards
- Scholarly Activity
- Leadership
- Community Service
- Professional Memberships
- Certifications
- Professional Development
- International Experiences
- Languages
- Hobbies and Interests

Go ahead and leave off references, objectives, or skills sections.

8) Watch your formatting throughout. There's not a wrong way to do your dates, but if you do "Jan 2022" for one experience don't do "9/2021" for another.

9) Do keep your CV up to date and add experiences as you get to them. This will save you the last minute panic when an application is due tomorrow and you have to update 2 years of experiences.