JANE DOE

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EDUCATION

**Doctor of Osteopathy** 2020 –2024

Rocky Vista University, Parker, CO

**Master of Business Administration** Date

Your University, City, State

**Bachelor of Arts in Advertising** Date

Your University, City, State

CLINICAL HEALTHCARE EXPERIENCE

**Position Title** 2017 – 2020

Company, City, State

* Describe your achievements while in this position and use action words like “managed” and “spearheaded” instead of the passive “responsible for”
* What did you do in this position that could benefit the employer you’re applying to in terms of making money, saving money, or saving time
* List any accomplishments that are most impressive and relevant first.
* **E.G.** *“***Managed a team of 14 that consistently outperformed other departments in total sales, new customer acquisition, and customer satisfaction***.”*

LEADERSHIP EXPERIENCE

**Position Title** Date – Present

Institution, City, State

* A strong leadership section will emphasize the impact you had on your peers, the institution, and the community.
* Did you create opportunities for your peers to volunteer mentoring youth in the community?
* Remember to quantify your experiences. Total # of hours, people you collaborated with, attendees at one of your events.

**Position Title** Date – Present

Institution, City, State

* It’s also important to highlight the competencies you cultivated in the role.
* Did you deliver presentations, lead sessions, or facilitate discussions to enhance your public speaking skills?
* Did you deal with conflict and resolved issues that affected others?

**Position Title** Date – Present

Institution, City, State

* Did you lead your peers to attend a conference?
* Did you support your underclassmen during challenging times?

SCHOLARLY ACTIVITY

**Research**

*Undergraduate Researcher*, **UCCS**, Advisor: Jane Smith, PhD

Describe if it’s a role or use AMA Style

**Presentations**

**Doe, Jane** & Fulton, C. (2014, June) *A better approach to patient care*. Poster session presented at the annual meeting of the Society of Primary Care Physicians, Austin, TX.

* AMA Style
* You do not need to describe presentations or publications

**Publications**

Wald HS,Borkan JM, **Doe, Jane**, Anthony D, Reis SP. Fostering and evaluating reflective capacity in medical education: Developing the REFLECT rubric for assessing reflective writing. *Acad. Med*. 2012;87:41-50.

* AMA Style

VOLUNTEER WORK

**Position Title –** Total # of hoursDate – Present

Institution, City, State

* What did you get to do there? Patients you worked with? What was your impact?

**Position Title** Date – Present

Institution, City, State

* Think quality over quantity when selecting your volunteer work. Having more hours in one place is more impressive than having barely any hours at multiple places.

RELEVANT WORK EXPERIENCE

**Position Title** Date

Company, city, state

* What transferable skills from this position would help you in the medical world?
* What does this position demonstrate to future medical employers (e.g. leadership, teamwork, time management, etc.)

HONORS & AWARDS

**Award** Date

Title, Organization

**Honors Top 10%** – CV I, Resp I, OPP III 2020

Rocky Vista University

UNIVERSITY INVOLVEMENT

**Tracks, Course, Club or Organization** Date – Date

Institution, City, State

* Don’t share a description that can be found on the website. Tell the reader what you learned or the competencies you developed.
* Enhanced understanding of clinical research through formal training and participation in research.

CERTIFICATIONS

**Certification Title**  Date

Institution or Company

**Basic Life Support**  2022 – 2024

American Heart Association

**Advanced Life Support** 2022 – 2024

American Heart Association

PROFESSIONAL DEVELOPMENT

**Workshop, Course, or Additional Training** Date

University or Company, Virtual or In-Person

**Diversity Summit** 2020

Rocky Vista University

PROFESSIONAL ORGANIZATION

**American Name of Organization**  Date – Present

(Prioritize showing you commitment to specialties of interest)

**Institute of Ultrasound in Medicine (AIUM)**  2020 – Present

HOBBIES AND INTERESTS

CrossFit

Alpine Skiing

Long Distance Running

Triathlon