

CV Categories

Contact Information = email & phone number (no address!)

Education = since undergraduate school, only include terminal degrees

Clinical Healthcare Experience = Only medically related experience

- Include hours!
- Clinic, shadowing, scribe, CNA, EMT, Phlebotomist, Medical Assistant, etc.
- Brief overview of achievements and responsibilities emphasizing hands-on patient interaction

Honors & Awards = scholarships, grants, fellowships, and assistantships

Extracurricular Activities = volunteer work

- Not crucial whether is medically related if it shows passion. Include hours!

Teaching & Leadership Experience = tutoring, club leader

Research Experience = lab experience, clinical research, publications, presentations, projects,

- Include your role, and dates of participation
- Descriptions of Theses and Dissertations

Professional Development = training, workshops, conferences

Professional Licenses and Certifications = include whether they are valid or expired and dates

International Experiences = medical mission trips, study abroad

Professional Memberships = clubs, organizations, and committees

Hobbies & Interests = include things that showcase different aspects of your personality

CV Writing Tips

Remember: the goal of writing a CV is to provide the reader with a well-organized overview of your major academic and extracurricular achievements. Think broadly about everything you have done during college and afterwards, and what skills you can bring to medical school.

If you are uncertain about including something, ask yourself:

- Will this information help me get selected for an interview?
- Would I find this information relevant if I were a reader of my CV?
- If the answer to these questions is yes, include it. Otherwise, leave it out.

Remember the importance of formatting. It is easier to read a CV that is organized.

- Education should always come first.
- Let your strengths guide you on organizing the rest of the document.
- Research, honors, awards, work experience, or volunteer work.