

Anatomy of a CV

Created by

Office of Student Affairs

9.2023



THE UNIVERSITY OF
TOLEDO

What is a CV?

- Curriculum vitae – “course of life”
- Comprehensive document detailing your education, work experience, publications, etc.
- Mostly used in academics
- CV stays the same (as opposed to a resume which is tailored to different positions)
- Provides brief descriptions of experiences (see template examples in Blackboard)

What can my CV do?

- A good CV will not guarantee a position or residency
- A poor CV may keep you from being considered as a serious candidate

CV Review Templates

Can be found on Blackboard under “Student Resources”



CAE2027: Student Resources

Includes links for:

- CV Template and Resources
- M1 Career Action Plan (CAP)
- M1 Informational Interview Worksheet
- National Residency Director’s Survey
- Rocket Trajectory (M.D.)
- Career Planning and Advising Services

[NAME]
[ADDRESS]
[PHONE] | [EMAIL]

EDUCATION

University of Toledo College of Medicine & Life Sciences – Toledo, OH [DATE]-Present
Doctor of Medicine
Expected Graduation:

University of Washington School of Public Health – Seattle, WA [DATE]-[DATE]
[SECONDARY DEGREE]

[UNDERGRADUATE] – [LOCATION] [DATE]-[DATE]
[DEGREE], [FIELD] – [HONORS]
[MINOR DEGREES]

RESEARCH EXPERIENCE

[PROJECT OR PROGRAM TITLE] [LOCATION] [PI] [DATE]-[DATE]
[PI TITLES]; [ASSOCIATED INVESTIGATORS]

- [BRIEF SUMMARY OF RESEARCH/EXPERIENCE/ROLES/GOALS]
- [IN BULLET POINT FORMAT][KEEP IT BRIEF & NO MORE THAN 2 BULLET POINTS]



CV Review Templates

Rocky Rocket

1234 W Champion Drive Toledo, OH 43615
Phone: 419.383.3600 | Email: Rocky.Rocket@utoledo.edu

Education

The University of Toledo College of Medicine & Life Sciences; Toledo, OH | August 2020 - Present
Doctor of Medicine candidate, expected 2026
[Use month/year]

Either way is acceptable (above or below example)

The University of Toledo College of Medicine & Life Sciences; Toledo, OH | May 2026
Doctor of Medicine candidate
[Use month/year]

The University of Toledo; Toledo, OH | August 2015 - May 2019
Bachelor of Arts, Cellular and Molecular Biology, *cum laude*
Honors:
Distinction in Research Awards 2019
Dean's list every semester 2015 – 2019
Environmental Fellows Honors Program

Research Experience

LT Layson, Tyrone Deonte Oneal ...
Use a basic font:
Arial, Calibri, Cambria, Garamond, Georgia, Helvetica, Tahoma, Times New Roman, Verdana

@mention or reply

LT Layson, Tyrone Deonte Oneal ...
If including "city, state," place here.

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LT Layson, Tyrone Deonte Oneal ...
List ONLY important awards/honors from UG

Who should care about my CV?

- You
- Potential employers
- Letter of Reference writers



CV Maintenance

- Take time to thoroughly edit your CV
- Revise often: at least every few months as you continue to experience and learn more.
 - It is **critical** that your CV is updated *frequently*. When applying for residency, students that maintain their CV will be able to copy and paste CV sections directly into the ERAS®.

Peer Review:

1. Be constructive.
2. Be kind.
3. Be helpful.
4. Read & listen.

- Peer Review with every revision

Two Types of Peer Reviewers:

1. The nice person

OR....

2. The person who truly cares
and is not afraid to review
your CV with a critical eye!

Curriculum Vitae

1234 Stitches Dr., Toledo Ohio 43606

Medgod@aol.com

Education

2010-2014 Ohio State, Bachelor of Science

2014-2016 Kent St., Master of Science

2017-present University of Toledo, Med student

Honors

2009 Northview high school valedictorian

2010 Dean's List Ohio State

2016 Suma Cum Laude Kent State University

Personal

Running

Volunteer Experience

Ohio State University Medical Center 2010-2014

- Greeted families and assisted with support groups
- Provided hospital information at the information desk

Research Experience

Ohio State University Department of Pathology

Research Assistant February 2008– July 2009

Pathology Laboratory of Samuel Stone, PhD

Project Title: Monoclonal Antibodies of science stuff

Maintained lymphoma and melanoma cell lines, performed experiments using these cells, created cell lysates, completed protein assays, and performed western blots.

Operated the flow cytometry machine, analyzed the results, and carried out general laboratory maintenance.

Work Experience

2007-2008 Office Max, Cashier

2014-2016 Kent State University, Lead tutor Biomedical Sciences Department

2016-2017 Kent State University, Adjunct Instructor for undergraduate Biology 101

Nice Peer Reviewer

Use a professional email address

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2016 Summa Cum Laude Kent State University

What did you do in your year off?

Personal

Running

Volunteer Experience

Ohio State University Medical Center

2010-2014

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Research Experience

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Work Experience

~~2007-2008 Office Max, Cashier~~

2014-2016 Kent State University, Lead tutor Biomedical Sciences Department

2016-2017 Kent State University, Adjunct Instructor for undergraduate Biology 101

Spacing

Critical Peer Reviewer

How to construct your CV:

There is no standard format, but you should be aware of special requirements of organization.

We recommend using the OSA CV template.

General guidelines:

- Clear, easy to read, concise, and accurate.
- Can the information be verified? Is it truthful...or did you exaggerate?
- Condense lengthy explanations to 1 – 3 bulleted points or sentences
- List experiences in reverse chronological order (newest to oldest)
- Review spelling and grammar; be consistent in listing dates and abbreviations
- Only use **bold** and underlined areas for **VERY** important information
- CV's may be one page or several pages long, there is no limitation as each student's experience is unique to the individual.



How to construct your CV:

Suggested order of CV sections, not all students will have all sections listed.

This will be discussed on an individual basis during CV Reviews.

Education
Research
Publications
Presentations/Posters
Leadership Experience
Volunteer Experience
Professional Experience
Teaching Experience
Student Involvement
Awards/Honors
Languages
Professional Associations
Work Experience
Skills
Personal

Most Common CV Sections:

- **NAME AND ADDRESS:**

- Stick with the same name you will use in your applications. Include a street address, professional email address, and phone number. Add a footer to all except the first page listing your *last name, page number*.

- **EDUCATION:**

- Include your *expected* graduation date and all major educational experiences from college through the present (remove high school).
- Sort in reverse chronological order according to when the experience ended/will end (list current COMLS enrollment first).
- Use the full name, not acronyms, of the institutions you attend (e.g., The University of Toledo College of Medicine and Life Sciences).
- If appropriate, list *summa cum laude, magna cum laude* and *cum laude* (*always italicized and written in lower case*) after the institution that awarded the honor.

Most Common CV Sections:

- **RESEARCH EXPERIENCE:**
 - Include all research experience. You may include undergrad research, but when you apply to residency this will not be as relevant
- **PUBLICATIONS:**
 - Include any abstracts, published papers, or papers submitted for publication. Format as a detailed bibliographical reference.
- **PRESENTATIONS/POSTERS:**
 - May be combined in one section or split in two sections if warranted.

Most Common CV Sections:

- **LEADERSHIP EXPERIENCE:**
 - List the dates you served on the executive board for your organization and any significant contributions you made (keep it brief).
- **VOLUNTEER EXPERIENCE:**
 - Include long term activities such as working at the CommunityCare Clinics, community service, student organizations outside of medical school, etc.
- **PROFESSIONAL EXPERIENCE:**
 - Some students enter medical school after having a career as a teacher, firefighter, pharmacist, paramedic, etc.

Most Common CV Sections:

- **TEACHING EXPERIENCE:**

- Teaching, tutoring, coaching, mentoring, advising experiences can all be included as teaching experiences.

- **STUDENT INVOLVEMENT:**

- Any COMLS student organizations that students become involved with and do not serve in an executive role, but as a general member are listed in this section. List the most recent student organization membership and continue in reverse chronological order.

CAE2027: Career Advising and Exploration Course

Most Common CV Sections:

- **LANGUAGES:**

- If you speak more than one language, list degree of proficiency: native, conversational, basic (not necessary to list English).

- **PROFESSIONAL ASSOCIATIONS:**

- Include professional organizations you join, such as *American Academy of Pediatrics* or *American Medical Association*, and the date of your membership.

- **WORK EXPERIENCE:**

- List jobs where you received *paid* compensation, such as a Medical Scribe (do not list if you volunteered). If the job was for the summer such as a lifeguard, only list if the experience was several summers, not just one. If you worked at a retail store or restaurant for a lengthy period, you may also include that in your work experience.

Most Common CV Sections:

- **SKILLS:**
 - Do not include BLS, CPR, etc. The skill should be significant, not a skill required of all medical students.
 - List certification in a process (cryogenic packaging), using special software (not Microsoft Office), or profession such as EMT training.
- **PERSONAL:**
 - Include 2 – 3 (not more than 5) hobbies/interests you are passionate about that define who you are outside of medical school (remember to be honest).
 - List as a brief detail or simply list the activity:

Running: Susan G. Komen Race for the Cure 5k participant; PR: 22 min 30 sec	2019 – Present
Hiking: Hiked in five of The National Parks	2016 – Present
Pottery: Make and sell custom mugs on Etsy	2014 – Present

– OR –

Running
Hiking
Pottery



Most Common CV Sections:

- **AWARDS/HONORS:**

- Include awards, honors, scholarships you receive during medical school. Some students choose to separate into two sections.
 - ✓ In the future, if inducted into **Alpha Omega Alpha (AOA) Honor Society**, or **The Gold Humanism Honor Society**, they may be included in your Honors section.
- Medical students may include undergrad achievements **ONLY** if they are truly* remarkable (e.g., full athletic scholarship, \$5,000 scholarship, etc.)

**It is expected that you were an excellent student in undergrad, and that all your classmates were as well (do not list your GPA).*



Improve Your CV

Review your CV and determine how you can improve it.

- ✓ **Are you lacking experience in any area?**
- ✓ **What specialties interest you?**
 - **Do you know the criteria for that specialty/residency?**
 - **Where can you locate specialty information?**
 - [AAMC: Careers in Medicine](#)

UTCOMLS Template

which can be found on the OSA web site and our Blackboard page

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Bachelor of Arts, Cellular and Molecular Biology, *cum laude*
Honors:
Distinction in Research Awards 2019
Dean's list every semester 2015 – 2019
Environmental Fellows Honors Program

Research Experience

Department of Biology, The University of Toledo College of Medicine & Life Sciences August 2020 - Present
Toledo, OH
Title (EX: Research Assistant), Clinical Trials, Targeted Therapy– Dr. Jones, Professor

- Provide an overview of project
- Your main responsibilities
- Briefly describe the outcome, if any (manuscript in process, poster presentation, etc.)

Department of Biology, The University of Toledo College of Medicine & Life Sciences August 2020 - Present
Toledo, OH
Title, Cancer Therapy Outcomes – Dr. Smith, Associate Professor

- Provide an overview of project
- Your main responsibilities
- Briefly describe the outcome, if any (manuscript in process, poster presentation, etc.)

Department of Chemistry, Lourdes University April 2018 - May 2019
Sylvania, OH
Title, Cancer Variants – Dr. Jones, Associate Professor

- Provide an overview of project
- Your main responsibilities
- Briefly describe the outcome, if any (manuscript in process, poster presentation, etc.)

Peer-Reviewed Publications

Jones JD, Rocket, R, Jones J, Smith S, Moore J, et al. (2021) *Targeted Therapy in Cancer Management.* Insights Biomed Vol.5 No.1:6

Jones AR, Rocket R, Purell A, James J, Manson P, Webb K, King PR, Miller EM. *Left hand sanitizer importance.* Journal of Genetic Counseling (2020) Aug;28(4):679-799

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List ONLY important awards/honors from UG either in this section or may include in separate. section (see page 2).

Presentations/Posters

Rocket R Last Name, First Initial Middle Initial, Last Name, First Initial Middle Initial. Title of Presentation/Poster. Poster presented at: Name of Conference; Month Day, Year; City, State Abbreviation

Accepted Abstracts

W. Jones & R. Rocket (May 2021). *Long term cancer effect*. Journal of Clinical Oncology, 39(15_suppl), e17560-e17560.

Leadership Experience

Student Journal Club January 2021 - Present

Team Leader

Appointed team leader for a specific research proposal, contribute to the research design, proposal.

Scribe Club

March 2021 - Present

Trainer

Trained medical students as Emergency Department Scribes; organized fundraising events.

Volunteer Experience

CommunityCare Clinics August 2020 - Present

Make 50-60 home cooked dinners for CommunityCare Clinic patients once a month.

UTCOMLS Scribe Club

August 2020 - July 2021

Spent one day per week during the preclinical years as a volunteer scribe in a Precision Oncology clinic.

Professional Experience

ProMedica Flower Hospital, Sylvania, OH

August 2020 – Present

Registered Nurse, Emergency Department

- Add descriptive bullets (up to 3) of your duties

Teaching Experience

City Schools, Detroit, MI

July 2019 - June 2020

Student Success Coach

- Collaborated with partner teacher to increase retention of academic work in middle school classroom. Worked with groups of students to reinforce class material and increase statewide testing scores.
- Planned, organized, and facilitated literacy activities for 15 students during weekly after school program with my nine team members.

Student Involvement

Surgery Club

August 2020 – Present



Awards/Honors

Medical School

Scholarships with criteria if relevant (XXX Scholarship for academic excellence) August 2019
Other Awards

Undergraduate

Dean's List Fall 2018, Spring 2019
Scholarships
Other awards

Other

Community service/Volunteer awards

Languages

Spanish – Fluent in speaking, writing, and reading (*list degrees of proficiency: native, conversational, basic*)
Chinese – Fluent speaking, basic reading, writing

Professional Memberships

American Medical Association August 2020 - Present
American Medical Student Association August 2020 - Present

Work Experience

Medical Scribing Solutions, Toledo, Ohio August 2020 – March 2022

Medical Scribe in the Department of Cardiology and Nephrology

- Effectively transcribe physician's visit with each of their patients
- Assist in office tasks to improve workflow

Skills

License Certifications (use expiration date) August 2020 – August 2022
SPSS

Hobbies and Interests

Hiking: Hiked in five of The National Parks 2019 – Present
Pottery: Make and sell my custom pottery mugs on Etsy 2019 – Present
Running: Susan G. Komen Race for the Cure 5K participant; PR: 22 min 30 sec 2019 – Present

Layson, Tyrone Deonte Oneal ...
May add UG info here or keep within the Education section, under your UG institution (one or the other, not in both sections).

Layson, Tyrone Deonte Oneal ...
List at least 2, but no more than 3 interests and include one sentence to each.

