

CV Checklist for M.D./D.O. Students

- Formatting your CV:**
 - 11 or 12 point font (Times New Roman or Calibri)?
 - 1 inch margins?
 - Last name and page number in upper right corner, starting with page 2?
 - Personal mailing address (not school address) and cell phone #?
 - Headings in correct order?
 - Entries listed in reverse, chronological order?
- For Education, did you:**
 - Include cum laude, magna cum laude, or summa cum laude if relevant?
 - Include dates of attendance?
 - (If any gap years), include your activities in those years elsewhere on CV? (e.g., under work or research experience)
- For Honors & Awards, did you:**
 - Include any medical school scholarships? No need to list \$ amount.
 - Include any undergraduate or graduate awards? E.g., President's List, Dean's List, national honor societies, scholarships, etc.
- For Extracurricular & Community Service Activities, did you:**
 - List any leadership roles and describe what you did?
 - For those activities in which you had leadership roles, also list your membership dates (e.g., **Pediatric Interest Group, Vice President (May 2015 – May 2016); Member (August 2015 – Present)**)
 - Use active verbs in your descriptions?
 - Avoid use of full sentences (instead using brief, bulleted descriptions, with 1-3 bullets per activity)?
 - Include medically-relevant or very significant undergraduate experiences?
 - Use a separate heading for Community Service Activities if you have many (for ease of reading)?
 - Delete any preceptorships or shadowing experiences (as these do not belong on the CV)?
- For Research Experience:**
 - No literature reviews or case reports listed in this section?
 - No results, presentations, or publications listed in this section?
 - Project title bolded?
 - Your role specified (e.g., Principal Investigator, Co-Investigator, Research Assistant)?

- Your mentor, professional degree (e.g., MD/PhD) and institutional affiliation specified?
- Two bullet description of each experience – type of research project, description of what was done (or is being done)?
- Include ongoing and any current or past research projects – regardless of whether they led to publications or presentations
- Don't forget to include undergraduate or graduate research!
- For Presentations & Publications, did you:**
 - List all authors in order, last name first, then first initial (e.g., Verduin M), with your name bolded? (Do not include degrees in authorship listing [e.g., Ph.D. or M.D.]
 - Include oral or poster presentation designation?
 - Include conference where presented, including city, month, date, and year?
 - For publications, include only published or accepted manuscripts, case reports, and literature reviews (not submitted)?
 - Consider separating these sections if you have more than one entry in each category?
- For Professional Memberships, did you:**
 - Include any national societies, such as AMSA, AMA, and national specialty organizations? (Membership in school-based organizations and interest groups belongs under Extracurricular Activities)
 - Include dates of membership?
- For Hobbies & Outside Interests, did you:**
 - Include any personal interests or hobbies?
 - Include any languages spoken, and indicate your fluency?
 - No need to include BLS certification, OK to include other licenses or certifications (e.g., ACLS, PALS)
 - Consider any other info you may want to share (e.g., info about spouse and/or children, sports achievements, other interesting info that does not fit into above categories)
- Final Review:**
 - Be careful not to list items multiple times in different sections, as this is redundant and could be mistaken for “padding” your CV
 - Did you ask your advisor to review your CV?