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

Format 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?