# Resident CVs

# CV Template

- CCOM template
- Download from Design Center website
- https://designcenter.uiowa.edu/editing-services/cv-tips-residents





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## CV Tips for Residents

Starting at the Top

Licensing and Honors

Research/Project Experience and Areas of Interest

CV Tips for Residents (download pdf)

CV template (download Word .doc)

See also: Tips for Writing a Fellowship Application Personal Statement

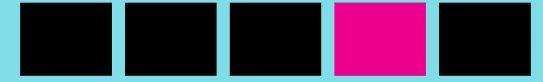# General Formatting
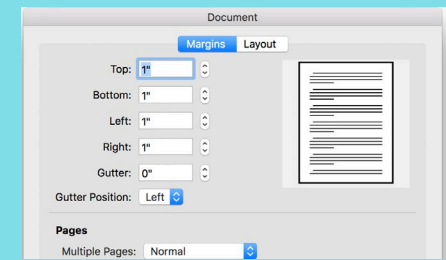
- Keep a wide, clean margin on the entire document: 1" all around

- Use a common font
  - Arial, Helvetica, Times New Roman are easy to read and are not likely to be transposed into other fonts on someone else's computer
  - 11 or 12 pt
  - Always send your CV as a PDF file without any tracked changes

- Add page numbers starting on page 2 (already set up in downloadable template)

# General Formatting

- Use *italic*, **bold** or <u>underline</u> font very sparingly
- Microsoft Word can be tricky – there are lots of default settings and automatic formatting
- If those defaults drive you crazy, Google how to override them (or email Kris Greiner!)
- Learn to use page breaks – don't hit the "return" key a bunch of times until you get to the next page
  - Insert a page break to separate sections appropriately
- Learn how to set tabs and indents

# Consistency is Key

- BE CONSISTENT in everything
  - Overall formatting
  - Date format: if you use "2018-2019," then don't switch to "2018-19" in another line or section
  - Capitalizations
  - Headings and subheadings
  - Punctuation

- Add the same details to each entry in the same section and overall
  - Example: city, state, country

# Starting at the top…

**<u>CURRICULUM VITAE</u>**

**<u>Anna M. Physician, MD</u>**

April 2022

## Education

<u>Higher Education</u>

2011-2015    BA, Biology, University of Iowa, Iowa City, IA, *Magna cum laude*

2015-2019    MD, University of Michigan, Ann Arbor, MI

<u>Postgraduate Education</u>

2019-2022    Residency, Internal Medicine, Department of Internal Medicine, University of Iowa, Iowa City, IA

# Starting at the top…

**Education**

<u>Higher Education</u>

2011-2015     BA, Biology, University of Iowa, Iowa City, IA, *Magna cum laude*

2015-2019     MD, University of Michigan, Ann Arbor, MI

<u>Postgraduate Education</u>

2019-2022     Residency, Internal Medicine, Department of Internal Medicine, University of Iowa, Iowa City, IA

# Starting at the top…  @ ) ✉ ⦿

- Ok to list email address, preferred phone for contact info

- Do not include birthdate, birthplace, or home or work postal addresses

- Do not include a portrait of yourself

- Do not include anything from before medical school
  - Except (possibly) undergrad activities directly relevant to medical career, e.g., volunteer work in a lab or community clinic

# Licensing and Honors

**Licensure and Advanced Certifications**

2019-  Iowa Board of Medicine, #12345, renewal 8/1/22

2020  ACLS/BLS Certification, renewal 8/2/21

**Honors/Awards/Recognitions/Outstanding Achievements**

2018  Best Basic Science Presentation, Medical Student Research Day, University of Iowa, City, IA

2020  Best Poster, General Internal Medicine Section, American College of Internists Annual Meeting, Chicago, IL

Look up your med license number and exp. date: Iowa Board of Medicine license lookup.

Use only one or two of these words to head this section, not all of them! Select the one or two that work best for you.

- List all licenses and certifications, including BLS, ALS, etc.
- DO NOT list DEA license or number
- If you don't have any honors, leave out this section: don't note the heading and then list "none"

# For Fellowship Apps

**Research Experience**

> **Complications of Heart Transplant in Children**
> Mentor/PI: Marco Ricci, MD, Professor and Chief, Pediatric Cardiac Surgery
> Experience: performed chart review and statistical analysis
> July 2015-June 2016
> Presented at American Heart Transplant Society Annual Meeting, May 2016, Dallas, TX; manuscript submitted to *J Heart Transplant*

- Always note your mentor or PI, their academic title(s) and their affiliation(s) - be sure to double-check their <u>exact</u> info!

- Your title/role in the project: Investigator, Research Assistant

- Duties: everything you did or are currently doing, in active voice

- Dates of the project: month, year, or just start and end years

- Any presentations of results

# For Fellowship Apps

**Quality Improvement Experience**

**Wait Time for Appointments: Reducing Wait Time for Urgent Care**
<u>Mentor/PI:</u> Daniel Diekema, MD, Professor, Infectious Diseases
<u>Experience:</u> performed chart review, designed scheduling protocol and patient satisfaction questionnaire at Iowa City VA Health Care System July 2017-June 2018
Presented at Infectious Diseases Society of America Annual Congress, September 2018, Chicago, IL

- Always note your mentor or PI, their academic title(s) and their affiliation(s) - be sure to double-check their <u>exact</u> info!

- Your title/role in the project: Investigator, Research Assistant

- Duties: everything you did or are currently doing, in active voice

- Dates of the project: month, year, or just start and end years

- Any presentations of results

# For Fellowship Apps



**Areas of Research Interest**

- Gastric bypass complications and outcomes
- Gastric bypass in patients with diabetes

- This section is optional, but it's a good way to state clearly what you want to study, especially if your <u>past</u> research projects are not your <u>current</u> interests or future planned areas of study

- List this either under Research Experience section(s) or at end of Scholarship section

# For Clinical Positions

- More emphasis on:
  - Leadership roles: residency, educational, service
  - QI experience, especially presented/published outcomes
- Options:
  - Create a separate section for "Leadership"
  - Move QI above Research Experience

# Teaching

**Teaching**

| | |
|---|---|
| 2018 | USMLE Prep Series, M2 students, University of Iowa |
| 2019-2020 | Medical Student Monthly Lecture Series, Gastrointestinal Pain, University of Iowa |
| 2021 | Department of Internal Medicine Teaching Resident (1 of 12 selected; 4 weeks/year), University of Iowa |

- If you don't have any "formal" teaching, don't add the heading of "Teaching" and then "None." Just leave out this section.

# Scholarship

**Scholarship**

Peer-reviewed Publications

1. **Physician AM**, Rosenberg M, Peterson A. Effects of obesity on COPD. J Clin Ther 2018 Jun;142(6):617-23. PMID: 3081468

2. Brady T, **Physician AM**, Al-Ani M. Cardiac amyloidosis: a case report and review of the literature. Clin Cardiol 2019 Feb;185(3):324-7. DOI: 10.1015/clincardiol.2019.02.03

- **Bold** your last/family name and initial(s)
- Maintain consistency in entries
  - Article titles: do not capitalize every word - only proper names
  - Info is consistent in each: volume numbers, PMIDs, etc.
  - Check PubMed for correct journal abbreviations
- Check that author names are spelled correctly, in published order, title is exact, page numbers are correct, etc.
- Verify correct citations via PubMed or online source

# Scholarship

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**Scholarship**

<u>Abstracts</u>

1. **Physician AM**, Zhou C, Thomas K. Exercise for dialysis patients. American Dialysis Association Annual Meeting. Chicago, IL, November 2019.

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- **Abstracts** section should include any presentation made after an abstract was submitted to a conference or meeting and accepted for presentation (in-house or outside)
- Include and list all authors just as you would for a publication
- **Bold** your name/initials
- List any presented abstracts, whether you were the presenter or not
- List the meeting by its official name: no abbreviations for the organization, check website to be sure of official meeting name
- List meeting location (if not virtual), month and year
  - Noting "virtual" meetings is fine, but not necessary

# Scholarship

**Scholarship**

Presentations

1. Quality of Life in Cardiovascular Disease Patients. Grand Rounds. Department of Internal Medicine, University of Iowa, Iowa City, IA, April 2021.

2. Hospital-acquired MRSA: Stop it in its Tracks. Cedar Valley Nursing Association Quarterly CEU Conference. Cedar Falls, IA, May 2021.

3. Journal Club/M&M/R2…

- **Presentations** are NOT abstracts – they are invited talks
- Generally, there are single-author presentations; but if co-authors, list them and bold your name
- Presentation titles should be in title case, not lower case like publications and abstracts
- Follow format of meeting, place, date just like in the Abstracts section

# Scholarship: When to Add

- **Publications** can be added while being written, after submission, undergoing revision, or accepted for publication - just be sure to update as needed
  - **Physician AM**, Rosenberg M, Peterson A. Effects of obesity on COPD. In preparation.
  - Brady T, **Physician AM**, Al-Ani M. Cardiac amyloidosis: a case report and review of the literature. Submitted, Clin Cardiol, April 2022.
  - Brady T, **Physician AM**, Al-Ani M. Cardiac amyloidosis: a case report and review of the literature. Clin Cardiol, provisionally accepted April 2022, undergoing revision.
  - **Physician AM**, Rosenberg M, Peterson A. Effects of obesity on COPD. J Clin Ther, accepted for publication, April 2022.

# Scholarship: When to Add

- **Abstracts** can be added as soon as submitted; this shows that you have written an abstract on a study/project, and that it is under consideration for presentation

- Be sure to update once accepted (remove "Submitted"), or delete from CV if not accepted
  - **Physician AM**, Zhou C, Thomas K. Exercise for dialysis patients. Submitted, American Dialysis Association Annual Meeting. Chicago, IL, November 2022.

# Scholarship: When to Add

- **Presentations** can be added as soon as you have been invited to present

- List them under "Presentations" as soon as you have a title, even when the date is in the future

# Service 🤝

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**Service**

Memberships

2018-2019     University of Iowa Medical Student Research Council
2020-            American Society of Internists

Other Service/Employment

2016-2017     Volunteer, Free Medical Clinic, Iowa City, IA
2017            University of Iowa Hospitals & Clinics Blood Drive,
                   Iowa City, IA

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- List any memberships from med school forward

- "Other Service" (or "Employment") is ONLY jobs or volunteer work directly related to health care or other philanthropic work
  - Don't list that you worked at Starbucks in college 😉

# Other Info

WILLKOMMEN स्वागत
欢迎 BIENVENIDA
WELCOME
BIENVENUE ようこそ
добро пожаловать
ترحيب BEM-VINDO

**Languages**

- English: first
- Spanish: conversational

- Add this section only if you are bi- or multilingual

- You can also note level of ability after each language for clarity, e.g., "written only," or "conversational"

# Interests and Hobbies
## (Maybe…)

- Personal interests and hobbies *can* be added, but keep in mind:
  - Be thoughtful about what you list
  - These interests can be good "ice-breakers"
  - *However*, be aware that personal interests *may* be perceived in a negative way by someone

- Editor's take: CVs are *professional* documents; keep all personal information and interests to cover letters and conversations

# The Picky Stuff

- Before you submit, clean up all tracked changes
- Keep it updated! It's easier to update as needed than try to remember everything that needs to be added once a year.
- Consistency is key! In every section!
- Check your spelling: simple mistakes convey lack of attention to detail
- Correct word use: did you use the correct "its" vs. "it's"?
- List ALL sections in order of oldest (at the top) to newest

# The Picky Stuff

- Spell out acronyms: "Society of Hospital Medicine," not "SHM"
  - CVs can be reviewed by someone not familiar with your field's common abbreviations
- Use full and <u>correct</u> proper names of people, organizations, schools
  - One good example is "Division of Hematology, Oncology, and Blood & Marrow Transplantation"
  - Many people use "Bone Marrow" - check those proper names!!
- When you save your CV, put your name and "CV" in the Word file name so others immediately know what that file contains

# Help is Available!

- Contact Kris Greiner, Editor, for help with creating or updating your CV
  - kristina-greiner@uiowa.edu
- Ask a faculty mentor or residency director to review and give advice on what should and should not be listed