

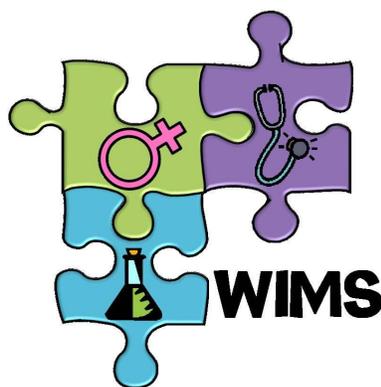
**“Women Helping Women Succeed”**

# **Career Development**

**Workshop 1: How to write and review CVs and Resumes**

**Information for**  
**Medical**  
**Students**

Sponsored by Women in Medicine and Science  
The University of Tennessee Health Science Center



[www.uthsc.edu/WIMS](http://www.uthsc.edu/WIMS)





## Curriculum Vitae/ CV / Resume

A Curriculum Vitae (CV) or resume is a summary of your educational and academic background. Its purpose is to outline your credentials for a professional position, a research fellowship or an academic grant within a few pages (max. 1-2 pages if not stated otherwise). We want to help you to write a professional CV. The following pages give suggestions and help on how they should be written.

### Points you should consider when writing a CV or resume

Your CV may get as little as 30-60 seconds of consideration by a potential employer. Therefore, an effective CV must be able to attract (positive) attention, stimulate the reader's interest, create a desire to get to know you better and generate action. To maximize effectiveness it should be:



- **Clear** (well organized, readable, easily understandable)
- **Concise** (no double entries, brief)
- **Complete** (all relevant information should be included)
- **Consistent** (no mix of styles, same order in presenting)
- **Current** (include dates with all information; revise CV at least once a year)

Finally while the content is critical, you should also be conscious of the image you present with this document. Remember that your CV may be your first contact with an employer or grant reviewer. So it needs to be visually appealing and should not contain any typographical or grammatical errors.

### General CV Dos and Don'ts

By: Mohammad K. Ismail, MD, AGAF  
Associate Professor of Medicine  
Program Director  
GI Fellowship Program  
University of Tennessee Health Science Center

Obtaining employment offers is dependent upon the professionalism of cover letters, CVs, interviews, and follow-up correspondence. Give yourself an edge by implementing modern techniques to attract prospective employers.

A Curriculum Vitae (CV) is like a resume, but it's not a resume. It is a factual list of the qualifications of a candidate for a position in the medical field. The person's qualifications can include published works, schooling, residencies and fellowships, mentorships, medicine-related community volunteer work, special research projects and much more. A resume, although it also is used to apply for jobs, is not as detailed as a CV, and it's more promotional in tone.



Consider these DOs and DON'Ts for preparing a CV.

## **DO:**

- Take enough time to make sure your CV is its absolute best.
- Think of your CV from a potential employer's perspective. Do you seem like a good candidate to you?
- Include as many relevant details and specifics about your skills, talents and experience.
- Be concise and use simple language.
- Be honest.
- Use action words, adjectives and other words to give your background depth. However, use colorful words sparingly. A CV should, above all, be factual.
- Include information about problems you solved and challenges you met.
- Describe results of the work you've done. This is especially powerful if they are measurable and quantifiable.
- Include unique experience or qualifications others might not have, to help you be more competitive.
- Arrange qualifications and experiences in categories first, then chronologically in each category-from latest to earliest.
- Include hobbies and interests outside of work to give a complete picture of you-unless you have a CV longer than four pages. If your CV is long, leave out personal interests.
- Use simple, but impactful punctuation and carefully-thought-out, spare graphics, such as lines and bullets.
- Ask at least two other people to read the CV and look for mistakes or unclear information before you submit it.
- Continually add to your medical CV as you add experiences and qualifications to your career.



## **DON'T:**

- Allow sloppy writing to keep you from getting the job you want!
- Write a CV so general it could belong to any other medical practitioner.
- Include negative information. If a question arises later, you can address it in person.
- Include irrelevant details.
- Give too many details. A CV is designed to share highlights of your career, not every detail.
- Ramble.
- Brag.
- Be dishonest or misleading. It's okay to slant your CV toward the positive, but don't make anything up.
- Use complicated words in an effort to sound important.
- Include judgments of your skills or experiences. Let your interviewers make their own judgments.
- Allow any typos or factual mistakes anywhere!
- Use fancy stationery or overpowering graphics.



## The Stylistic Guide to Writing a CV

By: Dianna A. Johnson, MD, AGAF  
Professor of Ophthalmology and Anatomy & Neurobiology  
Adjunct Professor of Physiology  
Associate Vice Chancellor of Academic, Faculty, and Student Affairs  
University of Tennessee Health Science Center



### The Basics

When writing your CV, use the general format that your target audience is most familiar with (e.g. academic/research = NIH Biosketch, etc.) In general, list experience in the order that best suits the job description.

### CV Must Haves

1. In general, always start with a statement of career goals in no more than three sentences. Spend time word-smithing your statement because this will be the hook to get them to read more.
2. Target your CV to match the qualities sought in the job posting. Find out what the hiring unit is really looking for. Look for keywords and use them in your CV. Are any of your qualifications uniquely suited? If so, highlight them.
3. Make sure you clearly convey 1) positions held or training completed, 2) responsibilities of each, and 3) what was accomplished at each stage. For clarity (and when reasonable) add short summary statements by each listing to convey this information.
4. Include names of individuals you have worked for/with. (“Undergraduate research project with Dr. John Doe.”)
5. Include short descriptions of community service.
6. Include list of references; when appropriate add short explanation of their relationship with you.
7. Be sure to contact references beforehand to get permission and to provide them with a brief synopsis of your overall goals, the job description, a statement of why the position is important to you and an updated CV.
8. Include PubMed identification numbers on your references
9. Include any certifications (i.e., responsible conduct of research training, etc.)
10. List research techniques/instrumentation and teaching subjects for which you are competent

### Common Mistakes

1. Hard to read, hard to follow
2. Misleading statements
3. Not matched to the job
4. Sloppy

### How to Avoid These Mistakes

1. Do your homework. Use networking to talk to others who work there. Find out what they are looking for.
2. Try to get CVs of successful people who are working there to use as a guide.



## What you should include in your CV or resume

The categories listed below are often included in CV's or resumes. However, no CV contains all of them, and some CVs will contain other categories that are not listed here. The basic rule is that your own unique educational and work experiences should be presented to the best effect.

The first step in actually developing your CV is to write down all the relevant information - later you can organize it into categories. After you have written down all the relevant information develop a hierarchy placing the most important and relevant categories and information first. All other information can be listed in descending order of importance and relevance.

The relevancy of information varies strongly. It is a good idea to try to see yourself through the eyes of your potential employer: When you are applying for a job as an illustrator your high school art qualifications might be relevant. If you are applying for an internship at an investment bank they are probably not.

## Possible sections to include in your CV or resume:

- Application information
- Educational background
- Relevant Experience (work experience, internships...)
- Other Experience (voluntary work, commitments...)
- Languages and international travel
- Computer and Office Skills
- Other- Memberships, Associations, Conferences
- References (on demand)
- Photo (on demand)

The following additional information topics might be of interest as well, esp. when applying for an academic position or grant.

- Dissertation Title and Advisor
- Certification (s) Awards/Honors/Patents
- Grants received
- Publications and Presentations

### Application Information

Your name should appear on the top of each page. Include your personal data: name, date of birth (Year, month, day), place of birth (city, country), nationality, address, phone & fax number (including area codes) and e-mail address (only if you check your mail regularly).

### Educational career

In reverse chronological order list all of your degrees from college on, with the name of the institution and date they were awarded. List the date you expect to receive the degree for the program you are currently in. If you are applying for an academic position or grant it is standard to list the name of your advisor and your thesis title. If you are applying for a professional position only mention it if it is of relevance.



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## **Relevant experience**

Listing of positions (Part-time, full-time, temporary and permanent), which relate to the type of work sought. Include: department/firm/agency/organization; complete name, city and state; job/position title; dates; also include a brief description of your activities/duties.

## **Other Experience**

Grouping other kinds of experiences (including voluntary work and/or internships) can enhance your CV.

## **Languages and international travel**

For each language, including your mother tongue, indicate fluency level of spoken and written language ability as well as reading skills using the following criteria: fair/basic knowledge, working knowledge, fluent or excellent knowledge. Mention any certificates or language schools attended. International travel, language exchanges and extended stays abroad are of great importance, as they prove your ability to adapt and your interest in the world.

## **References (on demand)**

It is quite usual to include reference letters from former employers in your application. Do not send originals, send high quality copies.

Sometimes an employer will ask for personal references. Compile a list of three persons, who are not related to you (along with their telephone/fax number, address and occupation) and can be contacted in case of enquiries. They must be familiar with your professional qualifications and your character. It is sufficient to communicate the list, when your potential employee asks for it.

## **Photo**

Opinion is divided, check the job posting: some companies insist on a photo, some particularly discourage applicants from including one. If you choose to send a photo it might be an idea to not attach it: If the company wants to, they can remove it from your CV. Write your name and contact information at the back (just in case they change their mind).

## **Certification(s) Awards/Honors/Patents**

List all areas of certification relevant to the position; include: type, year received

## **Grants**

Include name of grant; name of granting agency; date received; title or purpose of research project.



## The Cover Letter

“The cover letter and curriculum vitae may well be the two most important documents you will ever write, since they are the first things most academic search committees see. Although both your cover letter and C.V. must be able to stand alone, they are clearly linked and should be developed in tandem.”

- Richard Reiss [<http://chronicle.com/article/The-Basics-of-Science-CVs/46275/>]

“I always tell job seekers that I think of the CV as the document that shows who you are up to the present but the letter is your opportunity to put yourself into the future and demonstrate why you are a great fit for the position at hand.”

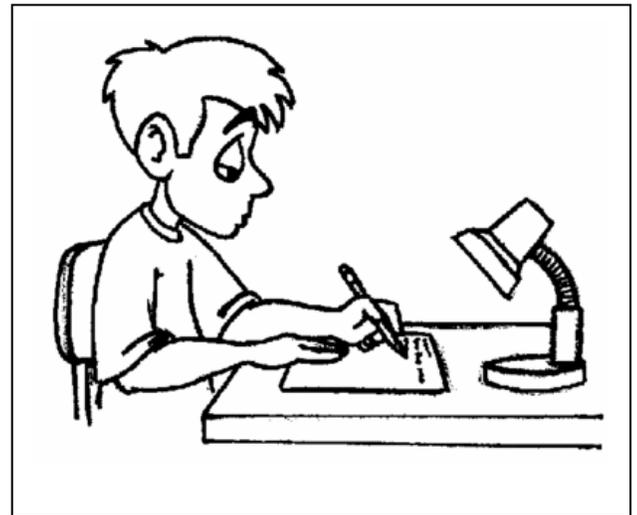
- Julie Miller Vick

Associate Director of Career Services

University of Pennsylvania

[<http://chronicle.com/article/Writing-a-Good-Letter/46845/>]

“Your C.V. can be arranged to fit different positions and different institutions. Here are two versions of the same C.V., one written for an academic position at a research university and the other for a position at a university that emphasizes teaching.



In the C.V. with a research emphasis, the author makes evident his success in acquiring grants and is also sure to include his scholarly awards, one of which is a substantial postdoctoral fellowship. His teaching experiences is secondary in this case and so it is not given the same emphasis. In addition, he may also compose a statement outlining his research interests, as well as a short research proposal to accompany his C.V.

The C.V. with a teaching emphasis is designed to impress those institutions that are more oriented toward experiential or applied education. Highlighted here is classroom and informal teaching experience. Also included is his interest and experience in other forms of teaching, such as outdoor or nature education. Because he still wants to be active in his research, he also provides his research experience and some of his future interests, even though he knows that at these particular institutions, research opportunities might be more limited.”

- Richard Reiss [<http://chronicle.com/article/The-Basics-of-Science-CVs/46275/>]



## The Basics of Cover Letter Writing

*By Richard M. Reis*

Your cover letter and curriculum vita may well be the most important documents you will ever write. They are the first things most academic search committees see, and if you don't want them to also be the last things, you need to take the time to do them right.

Although both your cover letter and C.V. must be able to stand on their own, they are clearly linked and so should be developed in tandem.

In this column we will look at the cover letter. Next month we will examine the science C.V.

Most applicants write poor cover letters that bear no relationship to what goes on in a particular department or school. They are word-processed form letters, and search committees can spot them right away.

"In almost no time we can reject half our applicant pool just by looking at their cover letters," says Susan Lord, associate professor of electrical engineering at the University of San Diego.

You can also be sure that at least some applicants for a given position will write excellent cover letters. As one engineering professor at San Jose State University, put it: "I took the time to tailor my cover letter to the school and department. This took a lot of research, but it paid off." Her letter resulted in an interview, and an eventual job offer.

If the committee receives hundreds of applications, it will probably divide them up so that one or, at most, two members will look at your application the first time around. These professors, whom you are not likely to know, determine whether you are among the 15 to 20 applicants who will be moved to the next stage, or whether you are out of the game. It's crucial for your cover letter to engage and excite the search committee to the point that they look forward to examining the rest of your application material.

So one of your most important tasks in your job hunt is to find out enough about the college to which you are applying to show the connection between what you have to sell and what the college wants to buy. Pointing out this connection in a one-page letter is no easy task and can be time-consuming. But everything you do by way of preparation will be helpful if you are then asked to visit the campus for an interview.

Let's take a look at how one successful candidate (the author mentioned above) approached her cover letter. Below is her letter, with a few minor changes to protect confidential material.



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Name of search committee chairperson  
Address

Dear Professor:

I am responding to your advertisement in the [name of journal] for a faculty position in the Materials Engineering Department at San Jose State University. I am a Ph.D. candidate at Stanford University in the Department of Materials Science and Engineering. My thesis work is in the area of process modeling for semiconductor fabrication and my specific research topic is the diffusion of dopants in gallium arsenide. My thesis advisor is Professor [name], Director of the Integrated Circuits Laboratory in the Department of Electrical Engineering.

I am particularly interested in a faculty position in a department that values teaching. As you may note from my résumé, I have taken every opportunity to teach while at Stanford University, and I have also participated in various educational projects outside of the university environment. These included the Computer Literacy Project, which I founded and directed for three years in a predominantly minority middle school in [city], and Expanding Your Horizons at San Jose State University, a workshop for young women interested in pursuing careers in math and science. At Stanford University, in addition to being a grader and teaching assistant in several electrical engineering courses in semiconductor processing, I helped design and teach a materials science and engineering laboratory course. I also designed and co-taught a new course for undergraduates entitled Electronic Materials Science.

In addition to teaching, I am looking for a research opportunity that would allow me to continue my work in electronic materials processing, structure and properties. At Stanford University I have accomplished original research in pursuit of my degree, as well as contributed to the development of a fabrication line for GaAs digital technology. While working at [name] Corporation I designed and supervised construction of a thin film laboratory research facility and initiated a research project in amorphous semiconductor thin films.

I expect to finish my degree in [date]. I have enclosed my curriculum vita, including a list of publications, a list of references, and a copy of my passport as proof of U.S. citizenship. Thank you for your consideration. I look forward to hearing from you soon.

Very truly yours,

name/address/telephone number

What are the general principles shown here that can be applied to most cover letters?

Notice that the letter is addressed to a specific individual using his or her correct title. (If the advertisement for the position says only, "Chairman, Search Committee," try calling the department secretary for the name of the chairperson.)

In the first paragraph the author explains how she heard about the position ("Your announcement in ... " At the suggestion of ..."), and who she is ("I am completing my Ph.D. in ... under the direction of ... ").



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In the second paragraph she explains why she is interested in the position and the department. Through her background research (discussions with San Jose State faculty members and perusal of the university's Web site), she knows that the institution places a high value on teaching. So she goes into some detail on her various teaching experiences, including such things as the design and development of a new course.

In the third paragraph she provides a more detailed overview of her research, including her industrial experience.

The key in both the second and third paragraphs is to highlight your achievements and qualifications, especially those that make you the right person for the position. You want to connect items in your background with the specific needs of the department.

At smaller colleges or universities you should try to point out your interests in the institution as well as the department. At larger colleges or universities such as San Jose State, you can concentrate more on your interests in the department.

In the final paragraph the author indicates what she is enclosing and offers to provide extra materials or additional information. She thanks the committee for its consideration and indicates that she is looking forward to meeting with them in the near future.

Ideally, the cover letter should be one page, and while content is more critical than style, how you write as well as what you say is certainly important. In all cases, use simple, direct language.

It is also critical that your letter be free of errors. This may seem obvious, but search committees see plenty of letters with mistakes. The readers will assume you had all the time you needed to put the letter together and so are likely to be unforgiving of typographical and spelling errors. Have it proofread by at least one other person.

The above example and general comments are just guidelines. Each letter must be tailored to the specific circumstances of each position. However, if you follow the principles outlined here, you significantly increase the chance that the search committee will take the next step of looking for your enclosed C.V.

## Writing a Good Letter

“We will close with a sample cover letter that we think is a very good example because it is tailored to a specific position at the renamed University of X. Note how in the second paragraph the writer refers specifically to the position announcement. In the second, third, and fifth paragraphs, the writer specifically mentions the department’s research goals and course offerings. The writer also seamlessly integrates brief descriptions of the candidate’s own research into the letter, linking that work to the department’s needs. A letter like this is much more compelling than one that provides no context for the candidate’s teaching and research.”

- Julie Miller Vick and Jennifer S. Furlong (<http://chronicle.com/article/Writing-a-Good-Letter/46845/>)



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The University of Tennessee Health Science Center

Office of Population Research

Building Name Y University

City, State, Zip code Date

Chair, Search Committee Department of Sociology and Anthropology University of X City, State Zip code

Dear [Chair],

I am writing regarding the tenure-track position of assistant professor of sociology. I learned about the position through Professor A at Y University, where I am currently completing a doctoral program in demography with the support of a Mellon fellowship. I expect to fulfill all the degree requirements by August XXXX.

In the description of the position, you indicate that you are seeking a specialist in social demography with the ability to teach social statistics at the graduate level. My training as a researcher on international migration from Latin America and the Caribbean to the United States under the direction of Professor B would contribute to the research agenda of your department. In addition, my experience as a teaching assistant for quantitative research methods under the direction of Professors C and D has provided me with the knowledge and familiarity to teach graduate courses on research methods in the social sciences.

I am aware that research-methods courses are required in the Comparative Sociology M.A. and Ph.D. programs offered by your department. As a social statistics teacher, I will ensure that students learn statistical tools and understand how valuable they are in explaining complex social behaviors.

Although I have done research on comparative international labor migration from Mexico and the Dominican Republic to the United States, and recently from Colombia to the United States and Spain, my dissertation explores a different area within the field of migration. It investigates the consequences of forced internal migration in Colombia, with particular emphasis on internally displaced persons who resettled in the outskirts of Bogota.

My study focuses on the effects of internal forced migration on gender and household composition, socioeconomic characteristics, and labor trajectories. For that purpose, I have designed research instruments to collect quantitative and qualitative data on nonmigrants, migrants, and forced migrants in three diverse areas of the periphery of Bogota. The study also allows me to explore literature on urban development, social stratification, and assimilation. Given the research interests of your faculty members, I will be a suitable candidate in collaborating with them on their research efforts.

As a professional demographer, I have presented my research at the Population Association of America Meetings, the Latin American Studies Association Congress, and other academic meetings in the U.S., Mexico, Costa Rica, and Colombia.

I am convinced that internal conflict has had long-term effects on war-ridden countries and their neighbors too. Allied countries are also at high risk of receiving large migration flows as a result of their intervention. My research experience on international and forced migration will allow me to explore even further the impact of conflict on development and international migration. In an effort to enhance the academic dialogue on the effects of civil conflict I organized two sessions at the Latin American Studies Association Congress, in October XXXX, one on internal and forced migration in Colombia and the other on international migration from Colombia. In addition I am putting together a research agenda on international migration patterns from Guatemala, El Salvador, Haiti, and Nicaragua -- countries with a history of social unrest -- to neighboring countries and the United States.

I look forward to discussing the position with you in the next few weeks and to visiting your department for an interview if you decide to pursue my application. My curriculum vitae is enclosed; my letters of recommendation will follow under separate cover. Please feel free to contact me if you need more information. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Candidate's Name



## Advice from the Professionals

We surveyed a panel of residency directors, fellowship directors, and personal investigators and asked them the most important things they consider when reviewing applications. Below are some of their responses.

### 1) What are red flags and/or things to avoid on CVs?

“Spelling errors, no organization or poor organization, not using correct terminology separating abstracts from paper publications and not using in press, submitted or correct terms for article. Not having sections on abstracts, papers, presentations (oral/written and where). Too much personal stuff. I don’t think cooking hobbies, etc belong on CVs.”

- Laura Carbone, MD  
Rheumatology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Avoid major lapses and discontinuity in your career description. If you had to take some time off, explain why instead of leaving it out completely. Avoid too much personal stuff/issues. Stick to professional matters, may be a few lines of extracurricular interests at the end, just to mention.”

- Ajay J. Talati, MD  
Neonatal-Prenatal Medicine Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Poorly presented (disorganized, cluttered, misspelled, multiple fonts/formats). I don’t find a “Goal” statement particularly helpful or necessary on a CV as that should come out in other formats. Avoid a Goal statement that does not fit with the orientation of the specific program (e.g. highly research vs. clinically orientated).”

- Thomas G. Wetzel, MD  
Pediatric Cardiology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“I think gaps need to be avoided. Make sure to be able to account for all the time. Follow through is critical. It is a big red flag when people have frequently changed positions or responsibilities.”

- Justin Baker, MD, FAAP  
Pediatric Hematology & Oncology Fellowship Director  
St. Jude Children’s Research Hospital, Memphis





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“Overstatements of the achievements, research, and scholarly activity. Make sure that you have material to support it. It will look very bad at the time of interview if you have multiple projects in a pending status, which may backfire on you.”

- Mohammad K. Ismail, MD, AGAF  
Gastroenterology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Overselling yourself, be objective with examples of accomplishments. Masking a weakness, be upfront and explain. Letters from a targeted population rather than diverse.”

- Mukta Panda, MD, FACP  
Professor and Chair, Department of Medicine  
Program Director Transitional Year Program  
University of Tennessee College of Medicine at Chattanooga

“Changed residency programs ‘mid-stream.’ That should be explained in a cover letter, i.e. ‘the training program closed and I had to go to another.’ Multiple fellowships which do not build on each other. This looks like the candidate is not sure what they want to do. Gaps between medical school and residency or between residency and fellowship, which may indicate that the candidate did not match and had to wait for a slot to open later. Lukewarm recommendations”

- Jill Powelson  
Vice President, Physician Services  
UT Medical Group, Memphis

“Gaps look bad. If a person has an employment gap, it may be helpful to provide an explanation. For example, if a woman took time off to have a family, she may want to list children's dates of birth under personal info.”

- Ed Park, PhD  
Professor of Pharmacology  
University of Tennessee Health Science Center, Memphis

“Making them too dense, overly wordy, and disorganized and thus discouraging to read. Aim for terse, organized prose that conveys the important information succinctly. Don't crowd the page with text.”

- Maureen Poh-Fitzpatrick, MD  
Professor and Associate Program Director of Dermatology  
University of Tennessee Health Science Center, Memphis



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“Unexplained gaps in chronology of over three (3) months. Any item that could even remotely be considered to be an exaggeration, or worse, an outright fabrication. Typos, grammatical errors, spelling mistakes, bad formatting - all look very careless and unprofessional”

-Paul G Stumpf, MD, FACOG  
Professor, Program Director and Chair of Obstetrics & Gynecology  
University of Tennessee College of Medicine at Chattanooga

“Things to avoid: Personal information such as religion, political leanings, marital status, children, hobbies, DOB. Also avoid: typos, grammatical errors, spelling errors, unusual fonts, and unusual paper colors (of course all of this is obvious, but I’ve seen many CVs with grammatical and spelling errors!). Red flags: gaps in employment, short-term employment or several employers over several years, locums/temp positions, blaming employers for short-term employment/talking negatively about past colleagues or employers.”

- Jeanie Diaz  
Clinical Education & Training  
St. Jude Children’s Research Hospital, Memphis

## **2) How can one determine the major deciding factors that make them competitive for a targeted job/residency spot – what are you really looking for?**

“I’m only speaking here for fellowships. Competitive are high USMLE scores (>210) on all steps with NO failures (retakes), publications, grants.”

- Laura Carbone, MD  
Rheumatology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Review the past few years of candidates that have matched or have been recruited by a program. It would give you an idea of the program’s philosophy and need. Try to high light those things in your CV. e.g. some programs may recruit only if research involvement is significant. Some programs may not recruit any International Medical Graduates.”

- Ajay J. Talati, MD  
Neonatal-Prenatal Medicine Fellowship Director  
University of Tennessee Health Science Center, Memphis



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“Fellowship website may give specifics (often not). Talk/email fellows, program coordinator or director.”

- Thomas G. Wetzel, MD  
Pediatric Cardiology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“I would contact key people in the field or in the institution. For us at St Jude it is a HUGE deal to have research background and productivity.”

- Justin Baker, MD, FAAP  
Pediatric Hematology & Oncology Fellowship Director  
St. Jude Children’s Research Hospital, Memphis

“Performance in medical school, leadership activities /awards and accomplishments, letter of recommendations, personal statement, and scholarly and research activity.”

- Mohammad K. Ismail, MD, AGAF  
Gastroenterology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“A person who is well rounded and will contribute in enhancing the program and thus patient care and community in every area knowledge and patient care, teaching, leadership, administration and advocacy, scholarly activity and quality improvement and community service.”

- Mukta Panda, MD, FACP  
Professor and Chair, Department of Medicine  
Program Director Transitional Year Program  
University of Tennessee College of Medicine at Chattanooga

“Publications are very important. Especially important in demonstrating productivity is to have a solid publication record for each position held and to have first authorships (i.e. be the first author). Show evidence of career advancement. Doesn't look good to have multiple positions at the same level, such as moving from post-doc to post-doc.”

- Ed Park, PhD  
Professor of Pharmacology  
University of Tennessee Health Science Center, Memphis



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“Be sure to state work status on the CV, i.e. ‘J1 visa holder,’ ‘permanent resident’ or ‘US citizen.’ Excellent training programs. Is the residency/fellowship at a program which is well known for that specialty? If you are not in an excellent training program for a good reason (i.e. “I chose to follow my spouse”), then you might want to explain that in a cover letter. How much research is on your CV, and is it relevant to your specialty and the particular area in which you want to work? If there is not much research on your CV, the candidate might still be a good fit for a non-academic position. Excellent, unequivocal recommendations from your division chief or program coordinator. If you can collect these in writing as you progress through your training and hold onto them, it is helpful. Also, often our physician faculty will pick up the phone and call people they know to inquire more.”

- Jill Powelson  
Vice President, Physician Services  
UT Medical Group, Memphis

“Get some experience with the specialty outside the regular curriculum, and learn from mentors in the specialty what is important. Talk to the chief residents in the program you want.”

- Maureen Poh-Fitzpatrick, MD  
Professor and Associate Program Director of Dermatology  
University of Tennessee Health Science Center, Memphis

“Ask them! For residencies, call the Program Director &/or Chair; talk to their current residents and recent graduates. For jobs, read the job description very carefully; no “wishful thinking,” just focus on the facts. Take an elective at their program, or spend a day at the jobsite (but remember that it’s an “audition” - one needs to shine).”

-Paul G Stumpf, MD, FACOG  
Professor, Program Director and Chair of Obstetrics & Gynecology  
University of Tennessee College of Medicine at Chattanooga

“Research the employer – most employers list their current physicians. Find out more about them and you will know what the employer is looking for in a candidate. You can also learn more from the job descriptions, hospital web sites and talking to other physicians who currently work there. For most employers, a good ‘fit’ is just as important as experience. They are looking for individuals who will work well with their team. If possible, demonstrate your ability to work well with others and be a team player on your CV.”

- Jeanie Diaz  
Clinical Education & Training  
St. Jude Children’s Research Hospital, Memphis



# Women in Medicine & Science

The University of Tennessee Health Science Center

“Competitiveness: Do elective(s) in target specialty, get flattering letters from mentors/attendings in the field, publish or present abstracts, papers, case reports and document these scholarly activities in your CV.”

- Sam Dagogo-Jack, MD, FRCP  
A. C. Mullins Professor & Director  
Division of Endocrinology, Diabetes & Metabolism  
Director, Clinical Research Center  
University of Tennessee Health Science Center, Memphis

“In this economy, we have a lot of candidates looking at a broad range of job options. We cannot stress enough how important it is to tailor your application materials to a particular opening. That means taking the time to look closely at a job description and think carefully about the type of organization or institution to which you're applying.”

-Julie Miller and Jennifer Furlong (<http://chronicle.com/article/The-CV-Doctor>Returns-2010/124492/>)

### 3) How does one obtain examples of CVs for positions of interest?

“Colleagues but also I think the Internal Medicine program should have sample ones they can follow.”

- Laura Carbone, MD  
Rheumatology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Contact your seniors who have applied in similar programs, get their CV and also feedback after interview about what worked and what did not.”

- Ajay J. Talati, MD  
Neonatal-Prenatal Medicine Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Generic CV format should do. CV of UT faculty are available on the UT website.”

- Thomas G. Wetzel, MD  
Pediatric Cardiology Fellowship Director  
University of Tennessee Health Science Center, Memphis



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The University of Tennessee Health Science Center

“I think you can refer back to #2 and ask people to send you an example of a successful CV.”

- Justin Baker, MD, FAAP  
Pediatric Hematology & Oncology Fellowship Director  
St. Jude Children’s Research Hospital, Memphis

“A lot at rank of associate and professor levels are posted also ask your senior fellow s or peers or mentor.”

- Mukta Panda, MD, FACP  
Professor and Chair, Department of Medicine  
Program Director Transitional Year Program  
University of Tennessee College of Medicine at Chattanooga

“The CV is the most important part of your application. Get help from some one if you are not good in it. Ask your mentor/faculty for help. Get it checked out by someone who knows more about the CV. Google it.”

- Mohammad K. Ismail, MD, AGAF  
Gastroenterology Fellowship Director  
University of Tennessee Health Science Center, Memphis



“Ask residents who were selected for the program you want to share theirs.”

- Maureen Poh-Fitzpatrick, MD  
Professor and Associate Program Director of Dermatology  
University of Tennessee Health Science Center, Memphis

“The university’s Promotion & Tenure Committee. The university’s Human Resources Department. Hire a professional CV preparation company, e.g., Jackson Stevens Résumés (jacksonstevensresumes.com). Physician search firms (“headhunters”), e.g., Academy Physicians (academyphysicians.com). Ask a successful faculty member to let you review theirs (everybody’s got a CV, but not all of them should be emulated).”

-Paul G Stumpf, MD, FACOG  
Professor, Program Director and Chair of Obstetrics & Gynecology  
University of Tennessee College of Medicine at Chattanooga



“It wouldn’t hurt to ask the HR department if they have any example. Google CVs for the position. If working with a recruiter, ask them for examples or assistance with preparing the CV.”

- Jeanie Diaz  
Clinical Education & Training  
St. Jude Children’s Research Hospital, Memphis

#### 4) How can you “do your homework” in preparing your CV for a specific job or training program?

“As above. Please use spell check. Real red flag when there are typos.”

- Laura Carbone, MD  
Rheumatology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Review the website and faculty interests at the place of interview. Contact the Program Director or other key faculty indicating your interests even before the interview. Use their feedback to tailor your CV according to the needs of the program.”

- Ajay J. Talati, MD  
Neonatal-Prenatal Medicine Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Job as in fellowship program? Usually not an issue. Even clinically oriented programs are happy to see a strong research background. Background including education, research, service, honors, unusual clinical experience are likely appropriate for all positions.”

- Thomas G. Wetzel, MD  
Pediatric Cardiology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“If you are searching for a job, it’s very important to have a professional presence on the Internet. That doesn’t just mean editing your Facebook page; it also means creating a profile on career sites such as LinkedIn and on scholarly and professional sites that are important in your discipline. If you’re unfamiliar with those sites, ask mentors and colleagues for information about what you’re missing.”

-Julie Miller and Jennifer Furlong (<http://chronicle.com/article/The-CV-Doctor>Returns-2010/124492/>)



# Women in Medicine & Science

The University of Tennessee Health Science Center

“It is not in preparing the CV, it is much more about the things you have done with your time. The format of the CV is not anywhere near as important as the content. I also think it is important to have unique characteristics of your CV – things like away rotations and research experience that is sought out and different than other trainees at your level.”

- Justin Baker, MD, FAAP  
Pediatric Hematology & Oncology Fellowship Director  
St. Jude Children’s Research Hospital, Memphis

“Research strengths and weaknesses, visit and know website info, talk to people in the program, be YOURSELF at the interview, remember they want to hire YOU not YOUR CV which is but a glimpse in the window of YOU.”

- Mukta Panda, MD, FACP  
Professor and Chair, Department of Medicine  
Program Director Transitional Year Program  
University of Tennessee College of Medicine at Chattanooga

“Talk to your seniors and faculty in the area of your interest.”

- Mohammad K. Ismail, MD, AGAF  
Gastroenterology Fellowship Director  
University of Tennessee Health Science Center, Memphis

“Do the above research. Find out any published selection criteria from the institution. Do electives that allow you to display your suitability and talents. Avoid being sycophantic (seeking to butter up faculty and program directors with offers to help with “research... or anything...” on your own time) to try to gain an inside track advantage. This is pretty transparent and rather annoying. However, if the opportunity to assist in preparation of a paper for publication presents during an elective, enthusiastically accept it and promptly produce a high quality draft to demonstrate your ability to generate such items.”

- Maureen Poh-Fitzpatrick, MD  
Professor and Associate Program Director of Dermatology  
University of Tennessee Health Science Center, Memphis



# Women in Medicine & Science

The University of Tennessee Health Science Center

“See numbers 1, 2, and 3, above. Visit the program’s or company’s website. Get a referral from someone who really knows the program or the prospective job well. Network and communicate”

-Paul G Stumpf, MD, FACOG  
Professor, Program Director and Chair of Obstetrics & Gynecology  
University of Tennessee College of Medicine at Chattanooga

“Most hospitals and clinics list their current physicians including their background and experience. Some even post their CVs! This is the best way to do your homework.”

- Jeanie Diaz  
Clinical Education & Training  
St. Jude Children’s Research Hospital, Memphis



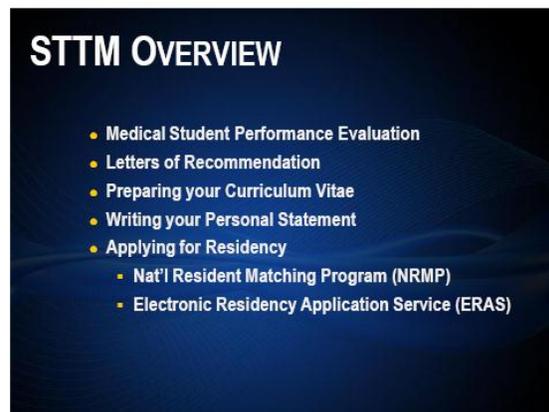
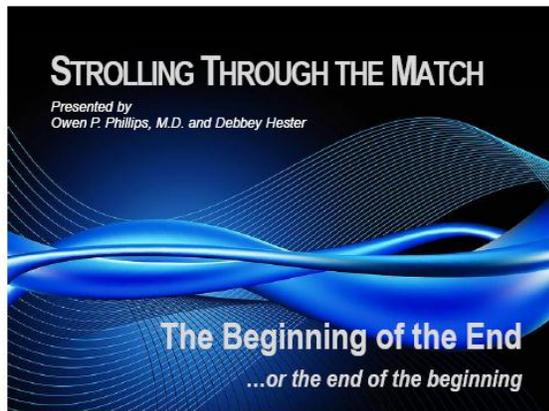


## Appendix I | Dr Ryan & Dr Whitt CV Tips

- 1) CV Basics:
  - a. Format – Be consistent, all headings should be the same
  - b. Font – Not cramped, but not too spaced just to add length
  - c. Paper Style – Nice paper is a plus. Canary or grey can make it stand out. However many CVs are sent as PDFs now so paper is not a choice. It is up to you to double check PDF document to make sure there were no conversion errors
  - d. Don't print on letterhead (but cover letter should be)
- 2) Section headings to include
  - a. Education, Work, Teaching, Research, Awards, Publications, Abstracts, Seminars, Funding, etc
    - i. List of Journal Club presentations not necessary, but perhaps summarized in a paragraph – especially if your CV is weak in presentation/teaching experience
    - ii. Although dissertation is technically a publication, it should be under education
  - b. Order depends on job you are applying for. If it is a teaching position, emphasize teaching. Research position, emphasize research.
  - c. If you have lapses in time, consider combining sections to make it chronological. For example, combine education and work experience. Be sure to explain lapses in your cover letter or personal statement.
- 3) CV must have
  - a. Relevant education, work, teaching, research experience
- 4) CV potential pitfalls
  - a. Don't dilute relevant information with too many details
    - i. Including every abstract and paper you've ever written can be a plus (shows you attend meetings), just make sure the most recent/relevant is 1st
  - b. Don't include a list of techniques you've ever performed
  - c. Don't include a list of computer programs you've ever used
- 5) Provide examples of excellent vs average resumes
  - a. <http://chronicle.com/article/The-CV-Doctor>Returns-2010/124492/>
  - b. <http://chronicle.com/article/Tyson-Candidates-CV-Before/124493/>
  - c. <http://chronicle.com/article/Tyson-Candidates-CV-After/124496/>
  - d. <http://chronicle.com/article/How-to-Write-Appealing-Cover/46284/>
  - e. <http://chronicle.com/article/Writing-a-Good-Letter/46845/>
  - f. <http://www.stanford.edu/dept/CTL/Tomprof/index.shtml>
  - g. <http://cgi.stanford.edu/~dept-ctl/cgi-bin/tomprof/posting.php?ID=1085>
  - h. <http://cgi.stanford.edu/~dept-ctl/cgi-bin/tomprof/posting.php?ID=749>
- 6) How to gear your CV toward a specific job/residency spot
  - a. Use cover letter and personal statement
  - b. Format of CV should be re-evaluated from time to time
  - c. Industry jobs may want resume not CV
  - d. When applying to post-doc and teaching positions, you will be expected to give a presentation on your research or a sample lecture

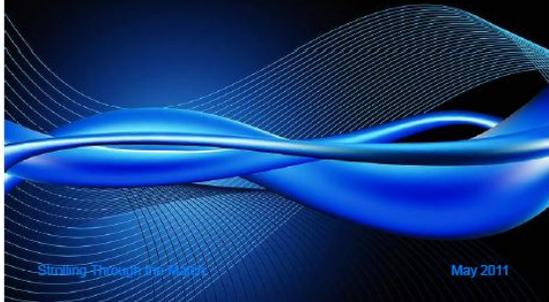
## Appendix I | Preparing Your Credentials

(source: <http://uthsc.edu/Medicine/StudentAffairs/index.php?doc=inc/counseling/careercnsl.html#application>)



## Preparing Your Credentials

Curriculum Vitae & Personal Statement



## Getting Ready for the Match

### Preparation for Success

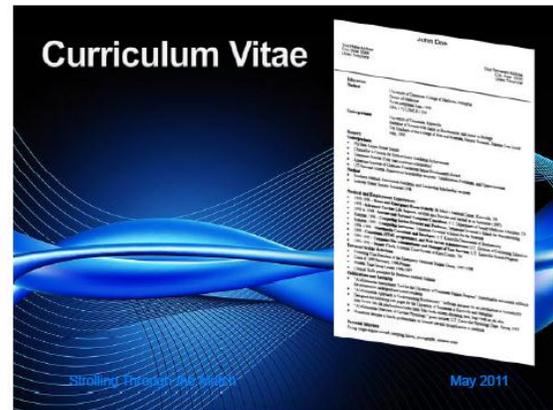
- Be certain about career choice
  - Narrowed it down - or come see me
- Talk with Clerkship Director (and others) to answer nagging worries about career choice
- Once certain about career choice, talk with department chair
  - competitiveness of specialty, where to apply, outside rotations, etc.
- Get CV together

## Getting Ready for the Match

### Preparation for Success

- Write your personal statement
- Consider who should write you letters of recommendation
  - contacting his/her secretary to schedule an appointment
- Debby Hester schedules ALL MSPE appointments
  - **Scheduling begins July 11, 2011**
  - *Instructions for scheduling MSPE appointments will be sent via email late June*

## Curriculum Vitae



## CURRICULUM VITAE

### A 'CV' is...

- Your life course
- The course of your life
- An organized document of how you have spent your professional life
  - not intended to be a philosophical statement, but rather a fact sheet with order and content
- On paper, it's who you are professionally

## CURRICULUM VITAE

### Format

- One page
- Good quality paper
- White or near white
- Ordered and structured



## CURRICULUM VITAE

Do **NOT** need to put your...

Age  
Marital status  
Names of children  
SS # or NRMP #  
Place of Birth  
Courses taken  
Career plan



## CURRICULUM VITAE (CV)

The Header (top of page)

- Identifying Information
  - Full name
  - Address
  - Telephone number
  - E-mail Address



## CURRICULUM VITAE

The Body

- Education
  - college, **NOT** high school
  - School, years of attendance, major, degree
  - Add GPA, class standing **ONLY** if it's impressive

## CURRICULUM VITAE

Honors

Alpha Omega Alpha, 2011  
Presidential Scholarship, UTK, 2005 – 2009  
Summer Honors Research Scholar, 2007

Activities

Vice President of Academic  
Affairs, 2010-present  
President of Class Notes, 2009-2010

**TIP:** Do NOT list all; limit your society memberships unless an officer.

## CURRICULUM VITAE

Employment

Electrocardiogram technician,  
Methodist Hospital, Summer, 2002  
Chemistry lab assistant, UT, Knoxville, 2006-2007

Research

UT, Knoxville 2006-2008  
Investigated cardiac output of rats under the  
influence of nitrous oxide. Under supervision of  
Dr. Thomas Mitras

**TIP:** List chronologically.

**TIP:** Be prepared to  
discuss your research. List  
reverse chronological order.

## CURRICULUM VITAE

Publications & Presentations

Presented National Association of Rat Biologists,  
2009.  
"Effects of Nitrous Oxide on Cardiac Output of  
Rats"

Personal Interests

Painting, hiking, photography

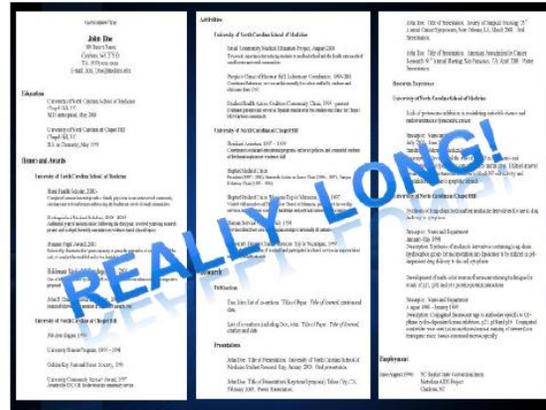
Special Abilities

Capable in sign language, fluent in Spanish

# CURRICULUM VITAE

## Summary

- Try to keep to one page
  - **Exception: Research and publications**
- Ask friends, family, faculty to proofread and comment
- Be prepared to discuss any research documented
- Explain any awards



**TIP: Don't include GPA, Class Rank**

- One page
- Good quality paper
- White or near white
- Ordered and structured

## Personal Statement

Stroking Foreign the Waves
May 2011

## PERSONAL STATEMENT

A Personal Statement is...

- In contrast to CV, personal statement may be philosophical
- A narrative
- About the past that is relevant and as importantly, what the future dream is
- Who you are that is not revealed in your transcript or your CV
- Doesn't describe your life chronologically
- An introductory sentence to capture interest

## PERSONAL STATEMENT

A Personal Statement tells...

- Why I chose medicine
- How I chose this specialty
- Where I see myself
- Insight into family and very special interests

## PERSONAL STATEMENT

### Format

- One page long
- Have others proofread: spelling, proper English, flow & appropriateness of content
- Use good paper & a font that is easy to read
- Use humor
- Talk about fears, poignant events in life if they are relevant
- Be positive about the traits you possess that will help make you a good resident

## PERSONAL STATEMENT

### • Suggestions

- This is your own statement; individualize
- Make an attempt to reveal who you are on paper

### • Pitfalls

- Be careful talking about religion practices
- Too long or too short
- One long paragraph
- Make it reader friendly

## More issues with personal statements

- Don't use it to explain bad grades
- Or explain step score failures?
- And what about future plans?
  - Optional

## CV & PERSONAL STATEMENT

### Summary

- CV & PS quality will not make or break you
- May induce a great deal of interest and augment 'the numbers and grades'
- Poor grammar or sloppiness may hurt
- Bring a good copy of CV and personal statement with you when you meet with faculty about writing a reference letter

Quote from

*Hillel the Elder, Jewish Philosopher*

"If I am not for myself, who will be for me?"

"... And, if not now, when?"



## SUMMARY



Avoid waiting until the last minute to ask for letters of support.  
Submit your application and other required materials on time!

## SUMMARY



*Rumors* cause problems...  
Contact our office when you have questions or have concerns about your application!

## CLICK, CALL OR COME BY!

We have a lot more information to help you!

Office of Student Affairs  
910 Plaza, Suite 1043  
Tel: 901.448.5684

<http://www.utmem.edu/medicine/studentaffairs>



Online chat Available!

**Appendix II | First Impressions**  
**By: Mohammad K. Ismail, MD, AGAF**

**Introducing yourself:  
Photo, CV and Personal  
Statement**

**In general....**

- Skills that can, AND WILL, be assessed by those who read your application:
  - Attention to Detail
  - Ability to follow directions
  - Effectiveness as a communicator
  - Comportment



**CV**

- Simply put: Follow the Directions
- Medical Education
- Education
  - include study abroad or post bacc or other degrees
- Membership and Honorary/Professional Societies
  - Member? Officer? Elected? Appointed?

**CV: Volunteer Experience**

- List from MOST important/involved to LEAST important/involved
- Don't list anything you can't talk passionately about
- Don't list the usual single episode events that everyone participates in (i.e. car washes, bake sales)
- Don't list interest groups if you didn't provide service to others– that is not volunteer work!!
  - If you were the organizing individual, that is different...

**CV: Research Experience**

- Your position/title
- Your mentor
- Brief Synopsis of the work
  - “involved in a senior project to examine issues of recruitment and retention in the breast cancer navigator patients”

## Hobbies and Interests

- Here is where you can list interest group participation as a member (rather than a leader)
- Add any other interests that could prompt a discussion that you would like to participate in in an interview.
- If you don't want to talk about it, don't list it.
  - E.g. NRA advocacy group, PETA membership
- Foreign Language Fluency?

## Other Awards and Accomplishments

- Any merit scholarships count as an award
- Any Course/Clerkship Honors or Letters of Commendation can be listed here
  - PLEASE DO NOT LIST LETTER OF **ACCOMMODATION!!!!**

## Personal Statement

- Program Directors read 100s of these. Make yours stand out.
- Tell a story that made an impact on you and it will make an impact on them.
  - A patient (use initials) that provoked an emotion in you
  - Tie it in to why you are pursuing the career you have chosen.
- Avoid “why I wanted to be a doctor”– that got you into medical school. Be more specific now.

## Personal Statement

- Do not go over 1 page. I mean it.
  - No matter how good the story, it isn't worth it. “Brevity is the soul of wit”
- Do not rehash what is on your CV unless it is part of the story
  - “so then I entered the lab where I soon learned four thousand PCRS” is boring.
  - “before my eyes, the band appeared. Now I knew what this patient had” is not

## Personal Statement

- IF you have a Red Flag, it is wise to discuss briefly
  - Never blame someone else for your failure
    - “the resident was incompetent and the clerkship director hated the fact that I reported her to the University President”
  - Accept personal responsibility and describe how you learned from it.
    - “The failure of my Medicine Shelf exam provided me with the opportunity to rethink how to learn in the clinical environment. Since then, I have not only passed, I have aced all of my exams.”
- Please talk with a Dean about how to address these issues.

## Personal Statement: BEWARE

- Stereotypic descriptions
  - “fiesty” “swarthy” “cute” (except in reference to kids)
- Disparaging medical speak
  - “pimping”, “fleas”, “lmds”
- Misspellings or Grammatical Errors
  - Be careful of their, there, they're
- Gimmicks... “D is for Dermatology”
- Plagiarism

*Please have someone else look at your statement to help identify these things*

## Don't wait until the last minute

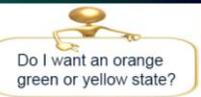
- Write, set it aside, review and rewrite
- Let someone else read it for content, syntax, grammar, and miscues
- We will help you review if you like
  - BUT we won't write it for you.....

# FREIDA

## Fellowship and Residency Electronic Interactive Database Access System

### FREIDA Online

- Sponsored by the AMA
- 8,700 GME Programs
- Searchable database
  - Specialty Information
  - Program Information
  - Hospital Information



<https://freida.ama-assn.org/Freida/user/viewProgramSearch.do>

## Program Directors Point of View

### Program Directors are Selfish.....

**Is this person going to cause me more work if we match them?**

## What Do Program Directors Look At?

- In general the first screen includes:
  - Letters of Recommendation
  - Personal Statement
  - Step 1 Score\*\*\*\*
  - Transcript
- Decision point: Interview or Continue Hold

## What Do Program Directors Look At?

- MSPE
  - Clerkship Narratives
    - Specialty Specific Rotation Performance
    - Comparative performance with the rest of your class
      - Rank...cluster
- Decision point: Interview or Continue Reject
- Applications after October are flagged and held...

## What Do Program Directors Look At?

- Interview day
  - Appropriate Dress
  - When you meet with the residents it counts
  - Be on time
  - Cancel at least 2 weeks in advance
  - The way you interact with program coordinator/assistant or staff COUNTS
  - Use common sense
    - Avoid odd behaviors
    - Don't tell jokes
    - Be familiar with what you put in CV
      - research

## What Do Program Directors Look At?

- Interview day
  - be polite, “up beat,” and never critical
  - Identify yourself as a “hard worker,” well-rounded, and communicative (sell yourself!) “Five Best Characteristics”
  - Tailor your questions to the program (do background research on program – web site)

## Myths in Looking for a Residency

- If I want it bad enough, I can get in
- If they tell me they want me, I'll get in
- If I rotate there as a student, I have a better chance of getting in
- If I wait to take Step 2, it can only help me
- If my applications are a little late, it won't hurt me

## Appendix III | Pritzker School of Medicine CV Guidelines

(source: <http://pritzker.uchicago.edu/current/students/advising/road/Sample-CV.doc>)

### General Guidelines

- The CV should be as long as you need to include important information about your academic, research, and work experience.
- Do not sacrifice readability by trying to squeeze all the information on one page.

### Basic Formatting (see sample below)

- Put all activities in reverse chronological order (most recent first)
- Pull dates to the left margin of the activity description
- Organize activities by subject matter: Work Experience (if relevant), Research, Publications/Presentations, Teaching Experience
- Spell out acronyms. People outside of the Pritzker School of Medicine will not necessarily know student organizations acronyms.

### Describe volunteer and work activities using no more than 2-3 bullets

- Including descriptions of activities will give your letter writers and program directors get a stronger sense of who you are and what you've done.
- Limit descriptions to 2-3 bullets

### Be able to discuss anything listed on the CV for 5 minutes.

- If you only volunteered once or twice at an organization and can't remember what you did there, do not list the activity.

### Work Experience section refers to significant post-baccalaureate activities or other jobs

- Generally the work experience section is reserved for work done in between undergraduate school and medical school. It is not necessary to list summer jobs during college unless they had a meaningful impact on your current career choice.
- Paid research should be put in a separate 'Research' section

### Include relevant college research experience and significant collegiate volunteer activities

- The focus of your CV should be on your medical school activities. However it is appropriate to include *significant* collegiate experiences.
- The 5 minute rule still applies.

### High School is too far back.

- Unless you received a very well-known award such as the Westinghouse Competition, it is inappropriate to list high school activities.

# Sample

**JUDY DOE**

## HOME ADDRESS

900 N. Michigan Avenue  
Chicago, IL 60611  
(773) 702-3333  
judydoe@uchicago.edu

## SCHOOL ADDRESS

Pritzker School of Medicine  
924 E. 57<sup>th</sup> St., Room 104  
Chicago, IL 60637-5415  
(773) 702-1939

## EDUCATION

2007 - 2011	The University of Chicago Pritzker School of Medicine , MD, June 2009 (anticipated)
2004 - 2006	California Institute of Technology, M.S. Biological Sciences, June 2006
2000 - 2004	The University of Illinois at Champaign-Urbana, BA, Biology 2004, BS Mathematics

## HONORS AND AWARDS

2010	Alpha Omega Alpha Honor Society
2010	Gold Humanism Honor Society (GHHS). GHHS honors senior medical students for excellence in clinical care, leadership, compassion, and dedication to service.
2010	Selected to teach Clinical Pathophysiology and Therapeutics (top 20%)
2010	Chosen by faculty as one of nine senior medical students to serve as a voting member of the 2010-2011 Admissions Committee.
2008	Joseph P. Kirsner Research Award for Excellence
2004	Graduation with Honors in Biology
2004	Departmental Honors for Senior Thesis

## RESEARCH EXPERIENCE

2009	University of Chicago, Department of Neurology, John Braindoctor, MD, PhD; “Complex motor functions in humans.”
2008	University of Chicago, Department of Medicine, Section of General Internal Medicine, Vineet Arora; MD, AM, “Retrospective chart review analysis examining the quality of care for pneumonia patients at the University of Chicago Hospitals.” <ul style="list-style-type: none"><li>- Selected to participate in the NIH-funded Pritzker Summer Research Program</li><li>- Conducted a retrospective chart review analysis which examined the quality of care for pneumonia patients at the University of Chicago Medical Center</li><li>- Received the Joseph P. Kirsner Research Award for Excellence at the 2006 Pritzker Summer Research Forum</li></ul>
2002 – 2004	The University of Illinois at Champaign-Urbana, Department of Neuroscience, Melissa S. Times, PhD; Honors research thesis: “Sensory and motor cortical interactions in complex voluntary movements.”

## PUBLICATIONS/ABSTRACTS

Braindoctor JM, Doe JR, Smith AA. Complex motor functions in humans. *Neurology*. August 2007; 65: 575-581.

Mehrotra A, Shira T, Doe J, Quigg R. Heterotaxy Syndrome: A Rare Cause of GI Bleed. Proceedings of the Northern Illinois American College of Physicians Chapter Meeting. October 2008.

## Poster Presentations

Doe JR, Arora VA. (2008) *Quality of care for elderly pneumonia inpatients*, The University of Chicago Summer Research Forum; Chicago, IL.

Mehrotra A. Shira T, Doe J. Quigg R. (2008) *Heterotaxy Syndrome: A Rare Cause of GI Bleed*. Northern Illinois American College of Physicians Chapter Meeting; Chicago, IL.

### WORK EXPERIENCE

- 2006 – 2007            Biologist, National Marine Fisheries Service
- Provided oversight for organization of operations and logistics for surveys of large whales.
  - Participated in field work on large whales in the Bering Sea. Provided oversight for data processing, summaries, and reports.

### TEACHING EXPERIENCE

- 2011 (anticipated)    Teaching Assistant, Clinical Pathophysiology and Therapeutics.  
University of Chicago Pritzker School of Medicine  
Course Directors: Dr. Scott Stern and Dr. Aliya Husain
- Selected to teach review sessions for required second-year medical course.
  - Positions only offered to the top 20% of the class.
- 2002                    Teaching Assistant, Introductory Biology – Genetics  
University of Illinois at Champaign-Urbana  
Course Organizer: Dr. John German.
- Conducted student review sessions for the Genetics portion of the undergraduate biology course
  - Graded tests, prepared lecture presentations, and conducted literature reviews for course director.

### COMMUNITY SERVICE

- 2007 – 2008            Volunteer, Maria Shelter for Women and Children, Pritzker School of Medicine
- Medical volunteer for student-run health clinic serving homeless women and children on the south side of Chicago.
- 2007 – 2008            Materials Coordinator, Adolescent Substance Abuse Prevention Program
- Presented workshops to high school students on the physiological impact of alcohol and illegal drugs on organs.
  - Provided curriculum training to 10 volunteer medical students. Coordinated the delivery and safe management of organs used during class presentations.
- 2002 – 2003            Steering Committee Member, University of Illinois Habitat for Humanity
- Elected to serve on leadership board of non-profit organization
  - Oversaw the building of three new homes in the Mississippi Delta region

### INSTITUTIONAL SERVICE

- 2007 – present        Emergency Medicine Student Interest Group
- Coordinated school-wide events to promote the field of Emergency Medicine.
- 2008-2009            MS2 Symposium Planning Committee
- Worked with Associate Dean for Student Programs to develop a half-day symposium on medical students' professional development.
- 2003 – 2004            President, University of Illinois Outdoor Action Club
- Coordinated activities of 20-member intramural outdoor club.
  - Organized outdoor adventure trips each quarter including river-rafting trips to Wisconsin, rock-climbing trips in Colorado, and camping trips in Illinois.

### HOBBIES & INTERESTS

Fluent in Spanish; Completed the 2008 Chicago Marathon and the 2009 New York Marathon



[www.uthsc.edu/WIMS](http://www.uthsc.edu/WIMS)