

## TIPS FOR WRITING A CV

- **Do not include an "Objectives" section in your CV;** this information is covered in your Personal Statement.
- **Limit your CV to a single page whenever possible**
  - Multiple page CV's are appropriate only for students with extensive research, work or volunteer experience.
  - Without substantive content, multiple page CV's look "padded" and may annoy the reader.
  - Don't short-change yourself, but don't "pad" your CV. (see examples provided)
- **Make it easy to read.**
  - Assume it will be scanned within a few moments.
  - Program directors have to read hundreds of these, and in a short period of time.
  - Choose headings that highlight your strengths and make you a prime candidate for an interview.
  - Don't hide your assets in dense text, reduced font size, and narrow margins.
  - One page is OK; use two pages only if you have substantive content.
  - Use action verbs, focus on your role, results.
  - Use bold/italics/capitalization/indentation to separate and highlight key sections of your CV.
  - Don't overdo "bullet point" formatting which takes up excess space.
- **Lead with your strengths.**
  - Choose headings that highlight your strengths and list in order of importance. Examples: Education, Honors/Awards, Honors/Outstandings received in Basic Sciences and Clinical Clerkships, Research, Publications, Work Experience, Volunteer Experience, Community Service, Activities.
  - Do not include information unless it is relevant. Don't short-change yourself, but don't "pad" your CV.
  - Focus on achievements and outcomes.
  - Focus on medical school; don't include info prior to undergraduate.
  - Do not include an "Objectives" section; this information belongs in your Personal Statement
- **Present yourself as a professional.**
  - Your audience is every decision maker for your target residency programs.
  - Don't waste their time on non-essential or personal information.
  - Personal information such as marital status, age, race, and religious affiliations do not belong on a CV.
  - Make sure your grammar and syntax are flawless.
  - Use a consistent writing style throughout your CV.
  - Do not use clip art, textured paper, cursive fonts, or flashy text effects.
  - Make sure your CV is typed without error.
  - Review your draft CV with a skilled writer or experienced interviewer.
  - Review your final CV with a trusted advisor in the medical profession.
- **Accurately represent your skills and experiences**
  - You never know who you might be interviewed by and what their, expertise, history, or background might be.
  - Do not exaggerate your accomplishments.
  - If you list that you were awarded a research grant, make sure you were that awardee, and not your research advisor
  - If you list that you published an article, make sure that you are listed as an author and you are not simply someone who provided minor or insignificant support to the article or project.
  - If you list that you are fluent in other languages, be sure you mean fluent.
- **Be prepared to discuss every detail in your CV in an interview**
  - Everything is fair game at the interview.
  - Be prepared to be drilled by experts.