



Idaho College of Osteopathic Medicine

Medical Student CV Template

This template is designed to assist in creating your academic CV. For individual assistance and feedback, please contact the Learning Specialists at learningspecialist@icom.edu.

General CV Guidelines

- Arial or Calibri font
- 11-12 font size
- Increased font size and **bold** name
- .5-1" page margins
- Use reverse chronological order throughout (most recent first)

Jane Doe

City, State, Zip
Phone
Email

Education

Idaho College of Osteopathic Medicine, Meridian, ID
Doctor of Osteopathic Medicine, anticipated May 20XX
Gold Humanism Honor Society and/or Sigma Sigma Phi (if applicable)

Undergraduate Institution, City, State Abbrev.

Degree (Include academic honors and list as: Bachelor of Science, *summa cum laude*, Biology)
Minor (if applicable)

- List anticipated dates immediately after the degree
- List dates from completed degrees right aligned

20XX - 20XX

- Include any notable study abroad experience
- Include honor societies
- Do NOT include high school related information

Honors and Awards

Award, Sponsor, Date

- List academic honors (e.g. Deans List) and memberships (e.g. Phi Beta Kappa). Repeat Latin honors listed in the Education section
- List merit based scholarships and fellowships. Optional: include a **brief** annotation summarizing the award and/or criteria
- List all professional awards including travel awards and research presentation awards
- If there are substantial awards from both undergrad and medical school, consider creating subheadings:

Medical School

Award, Sponsor, Date

Undergrad

Award, Sponsor, Date

Research Experience

Institution, Department, City, State Abbrev., Dates

Advisor: First & Last Name, Degree(s), Title (e.g. Assistant Professor)

- Avoid dense blocks of text. Instead, create bullet list to describe the research performed and any notable accomplishments
- If the research culminated in a presentation and/or publication, list these in a separate section
- If this experience includes basic research that did not result in a publication, provide a very brief overview of the lab's focus as well as the projects you were exposed to, the specific duties performed and techniques/skills acquired. However, it is not necessary to list every single research technique
- **Avoid dense blocks of text.** Try to limit summaries for each research experience to 2-3 lines

Publications

Provide the full citation: Authors (**bold/underline** your name) (20XX) Manuscript title. Journal. Vol/Issue: pages

- Include all peer-reviewed publications. If not published, indicate In Press, Under Review or In Prep at the end of the citation where appropriate
- Split into groups (e.g. abstracts, manuscripts, etc), with the most current first

Presentations

Provide full citation: Authors (**bold/underline** your name) (20XX) Title. Conference/Meeting, Location (Poster) or (Oral)

Leadership Experience

Group/Organization, Role, Dates

- Highlight notable service activities and key deliverables, leadership roles held, recognition of achievements. Include best approximate of service hours for activities that involved substantial time commitments.

Include:

- Institution leadership roles and/or service activities during medical school and/or prior academic institution including student associations, clubs, committees, etc. (e.g. ICOM Student Council, Medicine-Pediatrics Interest Group, Student Advisory Board Member, etc.)
- Leadership roles and/or service activities through professional associations (e.g. American Medical Association, Latino Medical Student Organization, Student National Medical

Volunteer Experience

Organization, Location, Dates/Approx. # of Hours

- Include all volunteer services performed at various community-based and non-profit organizations including clinics, food banks/shelters, religious organizations and schools as well as special events (e.g. Special Olympics, medical support to races, etc.)

Teaching Experience* (omit if none)

Institution/Organization, Role, Dates

- Include all teaching experience including formal classroom instruction (e.g. lectures, teaching assistant, ESL courses, CPR Instruction, etc.) as well as informal activities (e.g. mentoring, unpaid tutoring)

*** If Teaching, Leadership and Volunteer experiences are limited, consider combining all of these experiences into a single section titled Volunteer Activities**

Work Experience

Employer, Job Title, Location, Dates

Provide a **brief** overview of work responsibilities and major achievements

- Include all paid work experience including any part-time jobs held during college as well as experience prior to medical school

- Keep this section **brief**
- Include second languages that you are proficient in (e.g. Proficient in Spanish, Fluent in Spanish)
- Include 3-4 activities/hobbies/interests
- If possible, include notable accomplishments from these activities. Examples:
 - Running - finished over 15 marathons across 5 states
 - Backpacking - completed over 100 mile portion of Appalachian Trail