

Medical Student CV Template

This template is designed to assist in creating your academic CV. For individual assistance and feedback, please contact the ICOM Career Writing Service careerwriting@icom.edu or the Learning Specialists 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)

General Format:

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. 20XX - 20XX
Degree (Include academic honors and list as: Bachelor of Science, *summa cum laude*, Biology)
Minor (if applicable)

- 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. Dean’s 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)

- 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 (**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.).
- Include leadership roles and/or service activities through professional associations (e.g. American Medical Association, Latino Medical Student Organization, Student National Medical Association, etc.).

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 combing 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.

Interests

- 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.