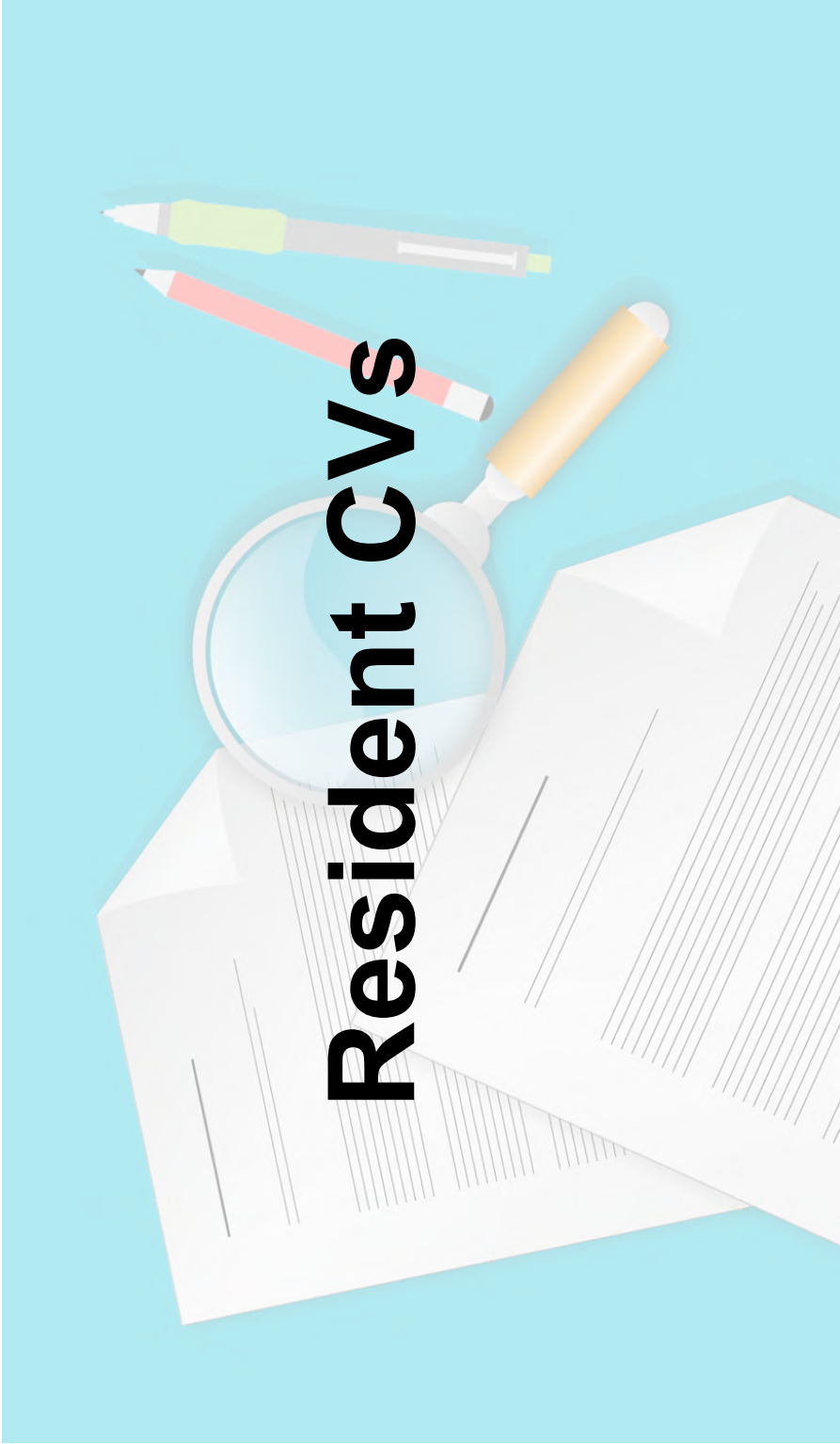
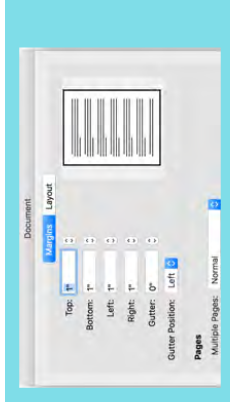


Resident CVs



General Formatting



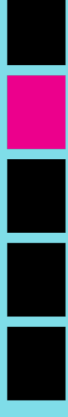
- Keep a wide, clean margin on the entire document: 1" all around
- Use a common font, preferably sans serif
 - Arial, Helvetica
 - Don't use Calibri, which is the usual default font for Word
 - 11 or 12 pt
 - Common fonts like Arial and Helvetica are easy to read and are not likely to be transposed into other fonts on someone else's computer
- Add page numbers starting on page 2

General Formatting



- Use *italic*, **bold** or underline 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
- Learn how to add page numbers

Consistency is Key



- **BE CONSISTENT** in everything
 - Overall formatting
 - Date format: if you use “2012-2015,” then don’t switch to “2012-15” in another line or section
 - Capitalizations
 - Headings and subheadings
 - Punctuation
- **Add the same details to each entry in the same section and overall**
 - Example: if you add a mentor’s name to a research project, make sure there is a mentor’s name for each research project

Starting at the top...



This date is optional – either keep it set to current month/year so readers know the CV has been recently updated, or don't use at all

April 2019

Use the title "Curriculum Vitae" so the document is instantly recognized as being a CV

CURRICULUM VITAE

Use your full legal name, as well as all advanced degrees (no undergrad degrees)

Anna M. Physician, MD

Education

Higher Education

2008-2012 BA, Biology, University of Iowa, Iowa City, IA, *Magna cum laude*
2012-2016 MD, University of Michigan, Ann Arbor, MI

Postgraduate Education

2016- 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, birth place, or home or work mailing 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

2016- Iowa Board of Medicine, #12345, Exp. 8/1/19
2018 ACLS/BLS Certification, Renewal 8/2/21

Honors/Awards/Recognitions/Outstanding Achievements

2011 Best Basic Science Presentation, Medical Student
Research Day, University of Iowa, City, IA
2017 Best Poster, General Internal Medicine Section,
American College of Internists Annual Meeting,
Chicago, IL

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, not just Iowa MD (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

Role: Research Assistant

Duties: 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 exact info!
- Your title/role in the project
- 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

Mentor/PI: Daniel Diekema, MD, Professor, Infectious Diseases

Role: Research Assistant

Duties: 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 exact info!
- Your title/role in the project
- 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 past research projects are not your current interests or future planned areas of study
- List this either under Research Experience section(s) or at end of Scholarship section

Teaching



Teaching

2016	USMLE Prep Series, M2 students, University of Iowa
2016-2017	Medical Student Monthly Lecture Series, Gastrointestinal Pain, University of Iowa
2018	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"

Scholarship

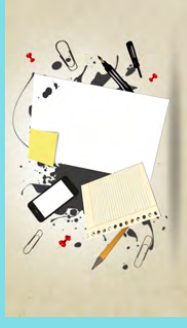


Scholarship

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 name and first initial
 - 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 via PubMed or online source

Scholarship



Scholarship

Abstracts

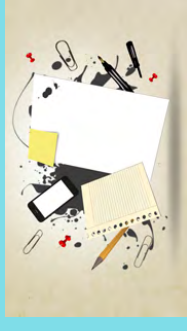
1. **Physician AM**, Zhou C, Thomas K. Exercise for dialysis patients. American Dialysis Association Annual Meeting. Chicago, IL, November 2017.

Presentations

1. Quality of Life in Cardiovascular Disease Patients. Grand Rounds. Department of Internal Medicine, University of Iowa, Iowa City, IA, April 2018.

- **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
- List the meeting by its official name: no abbreviations for the organization, check website to be sure of official meeting name
- List city, state (country), month and year.

Scholarship



Scholarship

Abstracts

1. **Physician AM**, Zhou C, Thomas K. Exercise for dialysis patients. American Dialysis Association Annual Meeting. Chicago, IL, November 2017.

Presentations

1. Quality of Life in Cardiovascular Disease Patients. Grand Rounds. Department of Internal Medicine, University of Iowa, Iowa City, IA, April 2018.
2. Hospital-acquired MRSA: Stop it in its Tracks. Cedar Valley Nursing Association Quarterly CEU Conference. Cedar Falls, IA, May 2018.
3. Journal Club/M&M/R2...

- **Presentations** are NOT abstracts – they are invited talks
- 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

Service



Service

Memberships

2014-2015 University of Iowa Medical Student Research Council
2016- American Society of Internists

Other Service/Employment

2015-2016 Volunteer, Free Medical Clinic, Iowa City, IA
2017-2018 University of Iowa Hospitals & Clinics Blood Drive,
Iowa City, IA

- 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



Languages Spoken

- English: first
- Spanish: conversational

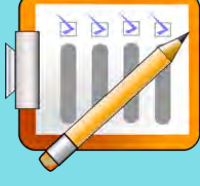
- Add this section only if you are bilingual+
- You can also note level of ability after each language for clarity, e.g., “written only,” or “conversational”

Interests and Hobbies



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

The Picky Stuff



- 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"?

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 correct 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