Resident CVs

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Editor, Design Center

CV Templates

- Download from IM Resident Portal
  - Research > Scholarship Toolkit > Editing

Resident CV Non-Fellowship BLANK

Resident CV Non-Fellowship with Examples

Resident CV Fellowship BLANK

Resident CV Fellowship with Examples

CVs for Residents Presentation

ERAS Selected Experiences Examples

General Formatting (Word)

- Use *italic*, **bold** or <u>underline</u> font very sparingly
- Use page breaks – don't hit return/enter to get to the next page
  - This can also affect PDF formatting/uploads
- Set tabs and indents so entries line up correctly
- Consistency is key
  - Overall formatting
  - Date format: 2022-2023 vs. 2022-23
  - Capitalizations, headings and subheadings, punctuation
- Be sure final copy has no tracked changes or comments

Education

Word version; ERAS lists med ed separately

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

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

CURRICULUM VITAE

Anna M. Physician, MD

Use your full legal name, as well as all advanced degrees

April 2025

Education

It's best to put dates and date ranges to the left - they are easier to identify

Higher Education

2016-2020 BA, Biology, University of Iowa, Iowa City, IA, *Magna cum laude*

2020-2024 MD, University of Michigan, Ann Arbor, MI

Postgraduate Education

2024-2027 Residency, Internal Medicine, Department of Internal Medicine, University of Iowa, Iowa City, IA

Contact & Other Info

- Ok to list email address, preferred phone but not necessary; this will be in other documents
- Do not include birthdate, birthplace, or home or work mailing addresses
- Do not include a portrait of yourself
- Do not include anything from before medical school
  - Except undergrad activities directly relevant to medical career, e.g., volunteer work in a lab or community clinic; special honors/awards

Licensing

Licenses and Certifications

2022	ACLS/BLS Certification, renewal 8/2/26
2023-	Iowa Board of Medicine, #12345, renewal 9/1/2025

- List all licenses and certifications, including BLS, ALS, etc.
- DO NOT list DEA licensing or ID number on CV (but included in ERAS)
  - CVs are not confidential documents

Honors and Awards
ERAS and Word CV

Honor Societies

- Sigma Sigma Phi Status (D.O.)
- Alpha Omega Alpha

Honors and Awards

2019	Best Basic Science Presentation, Medical Student Research Day, University of Iowa, City, IA
2023	Best Poster, General Internal Medicine Section, American College of Internists Annual Meeting, Chicago, IL

- If you don't have any honors, don't include this heading
- IMPORTANT: include the organization/institution that presented honor/award

Professional Memberships

- Organization Name

ERAS: Selected Experiences

- Education/training
- Military service
- Professional organization
- Other extracurricular activity, club, hobby
- Teaching/mentoring
- Volunteer/service/advocacy (unpaid)
- Word (paid)

ERAS: Selected Experiences

Research/QI Experiences

Complications of Heart Transplant in Children
Mentor/PI: Marco Ricci, MD, Professor and Chief, Pediatric Cardiac Surgery
Experience: performed chart review and statistical analysis
July 2023-June 2024
Presented at American Heart Transplant Society Annual Meeting, May 2024, Dallas, TX; manuscript submitted to *J Heart Transplant*

- 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: Investigator, Research Assistant
- 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
- ERAS: Context, Roles, and Responsibilities; 750 characters

Non-fellowship CV and ERAS

- Teaching is not a section on ERAS app, include as Selected Experience; include on Word CV

Teaching

2021	USMLE Prep Series, M2 students, University of Iowa
2022-2023	Medical Student Monthly Lecture Series, Gastrointestinal Pain, University of Iowa
2025	Department of Internal Medicine Teaching Resident (1 of 12 selected; 4 weeks/year), University of Iowa

- Include dates, trainees (names or classes), project or subject
- If no teaching experience, delete heading

Non-fellowship CV

Research/Quality Improvement Experience

Wait Time for Appointments: Reducing Wait Time for Urgent Care
Mentor/PI: Daniel Diekema, MD, Professor, Infectious Diseases
Experience: performed chart review, designed scheduling protocol and patient satisfaction questionnaire at Iowa City VA Health Care System
July 2022-June 2023
Presented at Infectious Diseases Society of America Annual Congress, September 2023, Chicago, IL

- 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: Investigator, Research Assistant
- Duties: everything you did or are currently doing, in active voice
- Dates of the project: month, year, or just start and end years
- Presentations of results

ERAS

Hobbies and Interests

- Bicycling, running, hiking
- History of medicine

- This section is for *personal* interests and hobbies
- Group similar interests in one bullet point
- Don’t add lengthy explanations
- Non-fellowship CVs
  - Theory 1: not needed; CV is a professional document; mention hobbies/interests in cover letter or interview; be aware that some interests *may* be perceived negatively
  - Theory 2: helpful for those reviewing your CV to get to know you

Non-fellowship CV

Areas of Research (or Clinical) 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 practice/research
- Invites collaborations

Non-fellowship CV

More emphasis on:

- Leadership roles: residency, educational, service
- QI experience, especially presented/published outcomes

Options:

- Create a separate CV section for “Leadership”
- Move QI above Research Experience

Scholarship

Peer-reviewed Publications (ERAS: Peer-Reviewed Journal Articles/Abstracts)

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 last/family name and initial(s)
- Don't italicize article titles or journal abbreviations
- 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.
- Use one identifier; order of preference: 1) PMCID, 2) PMID, 3) DOI, 4)URL
- Verify correct citations via PubMed or online source
- ERAS: per Dr. Gehlbach, list Abstracts here AND under Posters/Oral presentations

Scholarship

Scholarship

Abstracts

1. **Physician AM**, Zhou C, Thomas K. Exercise for dialysis patients. American Dialysis Association Annual Meeting, Chicago, IL, November 2019. J Dial 2022 Nov;78(2 suppl):435.

- List abstracts as soon as they are submitted: note the meeting, then "submitted;" update once accepted or delete if not accepted
- Authors and title
- **Bold** your name/initial(s)
- List any presented abstracts, whether you were the presenter or not
- Use meeting official name: no abbreviations for the organization (SGIM)
- Meeting location, month and year
  - Can note "virtual" in place of location
- If also published, list journal citation
- **ERAS: posters are in a separate section**

Scholarship

Scholarship

Presentations

1. Quality of life in cardiovascular disease patients. Grand Rounds. Department of Internal Medicine, University of Iowa, Iowa City, IA, April 2025.
2. Hospital-acquired MRSA: stop it in its tracks. Cedar Valley Nursing Association Quarterly CEU Conference. Cedar Falls, IA, May 2025.
3. Journal Club/M&M/R2…

- Usually single-author presentations, but if co-authors, list them and bold your name
- Presentation titles should be in sentence case
- Title of meeting, place, month and year
- Add as soon as presentation is planned, even if in future

Scholarship: When to Add

- **Publications** can be added at any stage: while being written, after submission, undergoing revision, or accepted for publication - just be sure to update as needed
  - **Physician AM**, Rosenberg M, Peterson A. Effects of obesity on COPD. In preparation.
  - Brady T, **Physician AM**, Al-Ani M. Cardiac amyloidosis: a case report and review of the literature. Submitted, Clin Cardiol, January 2026.
  - Brady T, **Physician AM**, Al-Ani M. Cardiac amyloidosis: a case report and review of the literature. Clin Cardiol, provisionally accepted April 2022, undergoing revision.
  - **Physician AM**, Rosenberg M, Peterson A. Effects of obesity on COPD. J Clin Ther, accepted for publication, April 2026.

ERAS

- ERAS also includes Peer- and Non-Peer-Reviewed Online Publications and Other Articles
  - Opinion pieces, creative writing, newsletters, teaching materials

Service (Non-fellowship)

Service

Memberships

2021-2022	University of Iowa Medical Student Research Council
2024-	American Society of Internists

Other Service/Employment

2023	Volunteer, Free Medical Clinic, Iowa City, IA
2024	University of Iowa Hospitals & Clinics Blood Drive, Iowa City, IA

- List any memberships from med school forward
- “Other Service” (or “Employment”): jobs or volunteer work directly related to health care or other philanthropic work

Languages

Languages

- English: native
- Spanish: good/conversational

- Add this section only if you are multilingual
- Place at end of CV
- May note level of ability after each language for clarity, e.g., “written only,” or “conversational”
- ERAS: Native/Near Native, Advanced, Good, Fair, Basic

Details

- Before you submit, clean up all tracked changes
- Keep CV updated: it's easier to update as needed than try to remember everything that needs to be added once a year.
- Consistency is key
- Check your spelling: simple mistakes convey lack of attention to detail
- Correct word use: e.g., did you use the correct "its" vs. "it's" or "your" vs. "you're"?
- List entries in each section chronologically

Details

- Spell out acronyms: “Society of Hospital Medicine,” not “SHM”
  - CVs can be reviewed by someone not familiar with abbreviations common to your field
- Use full and <u>correct</u> names of people, organizations, schools
  - Division of Hematology, Oncology, and Blood & Marrow Transplantation, not “Hem/Onc”
  - University of Iowa Health Care (not “UIHC”)
- When you save your CV, put your name and “CV” in the Word file name so others immediately know what that file contains

Personal Statement/Cover Letter

- Keep to one page
  - Use 11 pt font; Arial, Times New Roman
  - Paragraph indentations instead of line breaks
  - Keep margins to 1”, no smaller than .75”
- Opening paragraph/statement should be something personal - what motivated you to seek this specialty
  - Personal/family experience, patient experience, technical aspects/knowledge of subspecialty
- Achievements/experience highlighting your fit
- Goals of fellowship/career

Personal Statement/Cover Letter

- Why you selected this program/place and how you add to/fit in
  - Tailor a statement for each application/institution
  - Do your homework - mention specifics about the target program that attract you
- Be cautious about describing “enthusiasm” for chosen subspecialty; focus should be on bettering patients’ health or advancing knowledge <u>and</u> your own experience and abilities
- Have others read before submitting

Help is Available

- CV templates, ERAS Selected Experiences examples online
- Email Kris Greiner, Editor, for help with creating or updating your CV, writing personal statement, cover letter, etc.
- Ask a faculty mentor or Dr. Gehlbach to review