

The Writing Center @ KUMC

Dykes Library G011 • www.kumc.edu/writing • writing@kumc.edu • 913-945-8477

Components of a Curriculum Vitae

The CV is your professional biography. It is a record of all your experiences and achievements. CVs are for degree-seeking candidates as well as graduates and professionals. While there is much advice about CVs, this handout presents the best recommendations for your consideration. There are templates aplenty online. Our best advice is to ask a recent graduate or faculty mentor for their CV as a sample of what to do and not to do. Or visit the Writing Center for more advice.

Education:

- Reverse chronology: begin with most recent degree program and provide full info.
- Institution (name & location), date/ expected date of graduation (month & year), degree title (e.g., Doctor of Medicine), major (e.g., Biology), thesis (if applicable).
- Bullet details (e.g., GPA, Latin honors, etc.) or include with degree and major.

Leadership Experience:

- List role (e.g., Director, Coordinator, etc.), name of program, location, dates.
- Bullet 1-4 significant achievements/goals beginning with major success/skill.

Teaching/Tutoring/Mentoring Experience:

- Role (e.g., Chemistry Instructor), school or program, location, dates.
- Bullet 1-4 achievements (e.g., improved test scores of students over the semester, utilized wide range of relevant study materials, etc.).
- Include number of students or hours worked if relevant in terms of achievements.

Academic &/or Community Service:

- Role (e.g., Student Physician/Student Nurse), program, location, dates.
- Bullet 1-4 accomplishments.
- Explain purpose/nature of service if necessary but incorporate into one or more bullets.

Research Experience:

- Role (if none designated, you can justifiably name your role provided all would agree on its accuracy).
- Summarize research projects that lack titles in concise and succinct language.
- For all other projects, provide title, department and institution, name of advisor or PI and bullet only achievements, not duties.
- *Optional:* include separate section "Research Interests" before actual experience if these interests/plans coincide with research conducted or goals.

Presentations & Publications:

- List titles of presentations or publications from most recent to earliest.
- Indicate authors according to order in published version.
- Indicate title of paper, name of journal, volume, issue, year, and pages following AMA or APA citation style.
- *Optional:* Include work submitted but not accepted yet.
- *Optional:* Include “work in progress” or “under preparation” as preferred.
- *Optional:* Divide into subsections as preferred (e.g., refereed articles, invited reviews, book chapters, edited books, etc.).

Clinical Experience:

- *Optional:* list rotations, special programs (e.g., LEND), locations, hours.
- Bullet 1-4 significant accomplishments only.

Awards & Honors:

- List all scholarships (even those awarded to all students), fellowships, dean’s list years, etc. with dates in reverse chronological order, so starting with your most recent.

Relevant Work Experience

- Role (e.g., Medical Assistant, COVID-19 Contact Tracer, etc.), name of organization/company, location, dates.
- Bullet 1-4 significant achievements/goals beginning with major success/skill.
- *Note:* Only include relevant work experiences in this section, that either pertain to healthcare or that demonstrate skills/knowledge that are transferable to healthcare

Other Possible Categories to Include:

- Language: Include level of proficiency, as well (native fluency, etc.)
- Specialized skills: Unique certifications/licensures, EHR experience, etc.
- Professional Memberships/Affiliations: List names of organizations and dates
- Personal Interests/Hobbies: Simple list with or without bullets
- References: List of 3 faculty members/mentors with name, title, institution, phone, email