

# ***4<sup>th</sup> Year Planning: Preparing CVs***

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DR. LANITA CARTER



*A CV is a way of telling your story in a standard format.*

- Consider who will read this. What do they want to know about you?
  - Use the format to highlight important parts of your career.
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# How do I get started on the CV?

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Don't use a TEMPLATE

To make a CV:

- Include EVERYTHING since beginning college
  - All honors, awards, research, volunteer activities, extracurricular activities, work experiences, etc.
  - Add details to entries—tell “what”, “where” and a brief narrative (if needed) about what you did
  - Don't write in sentences; use phrases
  - Be brief in descriptions

# How will I use the CV?

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You will want to use the CV for:

- Information for away rotations
- To share with career advisor in planning application
- MSPE letter
- Preparing your ERAS application
- Information for letter writers

# Personal identification comes first

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Three styles

## **Laura E. Parker**

432 Magnolia Avenue  
Huntsville, AL 35801

(256) 456-7890  
[leparker@uab.edu](mailto:leparker@uab.edu)

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## **Jeffrey D. Smith**

2345 Thomas Rd. Apt 123 • Birmingham, AL 35223 • (205) 663- 3434 • [jdsmith@uab.edu](mailto:jdsmith@uab.edu)

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## **Robert J. White**

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# Education

**Laura E. Parker**

Two styles

432 Magnolia Avenue  
Huntsville, AL 35801

(256) 456-7890  
[leparker@uab.edu](mailto:leparker@uab.edu)

**Education:**

Reverse chronological order

- 2025 M.D. (expected), UAB Marnix E. Heersink School of Medicine
- 2021 B.S., *summa cum laude*, Biomedical Sciences, Auburn University, Auburn, Alabama

No post-bac or community college courses

**Jeffrey D. Smith**

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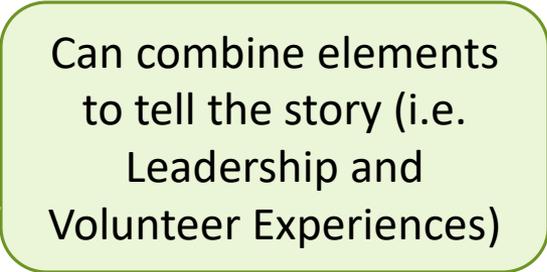
**EDUCATION**

- 2025 UAB Marnix E. Heersink School of Medicine, Birmingham, Alabama  
Doctorate of Medicine, Anticipated
- 2021 University of South Alabama, Mobile, Alabama  
Masters of Science, Biology
- 2019 University of South Alabama, Mobile, Alabama  
Bachelors of Science, Biomedical Science

# What's next?

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- Order in the way that best highlights your skills
- This may be:
  - Research Experiences (followed by research output—i.e. publications, presentations, etc.)
  - Extracurricular or volunteer activities
  - Leadership experience
  - Other work experiences
  - Other life experiences
  - Honors
- What is important to your career choice?



Can combine elements to tell the story (i.e. Leadership and Volunteer Experiences)

# Research might be presented this way:

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## **Education:**

- 2025 M.D. (expected) UAB Marnix E. Heerink School of Medicine, Birmingham, Alabama
- 2021 B.S., *summa cum laude*, Biomedical Science, Auburn University, Auburn, Alabama

## **Research and Teaching Experience:**

- 2022-24 **Summer Research and Scholarly Activity**, UAB Heersink School of Medicine, Department of Pediatrics and Infectious Disease, Analyzed the specific gene mutations and protein expression responsible for the restoration of the protein synthesis  $\Delta\gamma_{134.5}$  HSV mutants serially passaged in human glioma cell lines.
- 2019-20 **Teaching Assistant**, College of Sciences and Mathematics, Auburn University. Coordinated lecture schedule and held office hours to answer student questions for undergraduate pre-health course.
- 2019-20 **Study Partners Tutor**, Auburn University, Worked for university tutoring service teaching students in physics, general chemistry, and organic chemistry.

Be sure to include Scholarly Activity

Include teaching experiences. Can combine with Research.

# Or this way:

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## Jeffrey D. Smith

2345 Thomas Rd. Apt 123 • Birmingham, AL 35223 • (205) 663- 3434 • [jdsmith@uab.edu](mailto:jdsmith@uab.edu)

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### EDUCATION

- 2025 M.D. expected, UAB Marnix E. Heersink School of Medicine, Birmingham, Alabama  
2021 M.S. Biology, University of South Alabama, Mobile, Alabama  
2019 B.S. Biomedical Sciences, University of South Alabama, Mobile, Alabama

### RESEARCH EXPERIENCE

- 2022 **Research assistant**, UAB Heersink School of Medicine, Department of Medicine. Influence of diabetes mellitus on Crohn's disease activity, with focus on use of corticosteroid therapy.  
2020-2021 **Thesis research**, University of South Alabama, Department of Biology. Cloning HIV-1 with sequence analyses to determine randomness of recombination.  
2020-2021 **Research assistant**, University of South Alabama, Department of Biology. Structural investigation of huntingtin exon 1.

### PRESENTATIONS

**Smith, J.D.**, Corman, L.C. Case Report: Subacute hepatitis in a patient with chronic lymphocytic leukemia and multiple sclerosis. Poster presented at the 2024 Annual Spring Meeting of the ACP, Alabama (AL) Chapter. **[Winning Poster for Excellence in Clinical Category]**

**Smith, J.D.**, Gutierrez, A. Influence of diabetes mellitus on Crohn's disease activity, with focus on use of corticosteroid therapy. Poster presented at the 2022 Medical Student Research Day, UAB Heersink School of Medicine.

List any research, professional or poster presentations at conferences or meetings

# Or this way:

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## **PUBLICATIONS AND PRESENTATIONS**

- 2023 Locher JL, Roth DL, Ritchie CS, **Cox KD**, Sawyer PB, Bodner EV, Allman RM. Body mass index, weight loss, and mortality in community-dwelling older adults. *The Journals of Gerontology Series A: Biological Sciences and Medical Sciences*. Dec: 62:1389-92.
- 2022 “Effect of dairy calcium on long term weight maintenance following participation in a weight loss program.” Poster presentation at UAB Heersink School of Medicine Medical Student Research Day 2022, Awarded Outstanding Research Related to Obesity.
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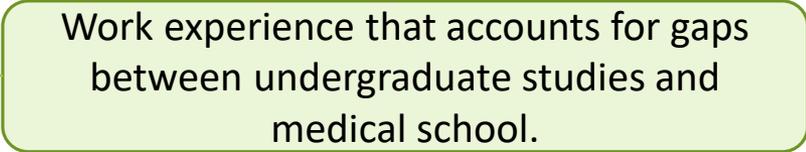
Publications and presentations may be combined to create a single section.

# Work Experience

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## WORK EXPERIENCE

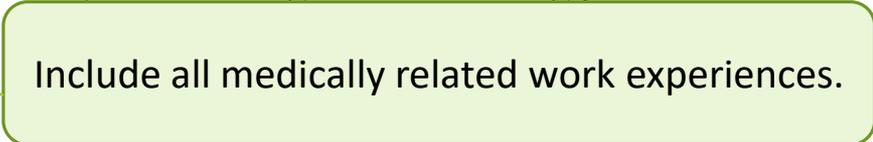
- 2020-2021     **Nuclear Engineer**, Southern California Edison, San Clemente, CA. Performed technical evaluations and analyses in the area of plant transients.
- 2018-2020     **Field Engineer**, Exxon Mobile, Houston, TX. Managed team to ensure success in delivering products to customer.



Work experience that accounts for gaps between undergraduate studies and medical school.

## RELATED WORK EXPERIENCE

- 2019     **Huntsville Rural Pre-Medical Internship**. UABSOM Huntsville Campus, Huntsville, AL. Obtained insight into the importance of primary care, particularly in the rural setting
- 2018     **Surgical Assistant**, Decatur General Hospital, Decatur, AL. Prepared operating room for procedures, transported patients, assisted surgical team during procedures



Include all medically related work experiences.

# Extracurricular Activities

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## EXTRACURRICULAR ACTIVITIES

- 2022-2023      **Community Service Coordinator, Radiology Interest Group.** Helped organize presentations and workshops with radiology faculty and residents. Coordinated volunteer activities for medical students at Children's Hospital.
- 2022            **Pathway Program in Rural Medicine.** Participated in patient care in a rural family practice setting.
- 2021-2022      **Annual Dean's Weekend Host.** Helped recruit prospective medical students.
- 2021-2023      **Service Activities.** Participated in several community service activities including M-Power Free Clinic, Take a Child to the Doctor Day, clothing drives, and blood drives.
- 2018-2020      **Officer in Charge, College Special Response Team.** Provided first aid coverage for campus and community events.
- 2017-2018      **Habitat for Humanity.** Helped build affordable housing for those in need.
- 2017            **Website volunteer,** Health Sciences Centre. Assisted in developing a website for women's health issues.

Include the most important long-term activities and the dates you participated during medical school. Include undergraduate activities only if you participated for a significant period of time. Be sure to include leadership positions.

# Volunteer Experiences

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Can alternately be entitled “Leadership and Volunteer Experiences” or “Extracurricular and Volunteer Experiences”, combining two sections of information.

## VOLUNTEER ACTIVITIES

- 2023 **Physical Exam Volunteer** for Special Olympics participants, Madison County, AL
- 2022 – 2023 **Volunteer Coordinator** for Nuts About Peds. Organized regular service projects and coordinated volunteers and head logistics.
- 2022 **Volunteer breakfast cook**, First Light women’s shelter, Birmingham, AL
- 2019 – 2020 **Volunteer**, Best Buddies- volunteer organization to befriend people with Down syndrome
- 2019 **Volunteer** at Free Health Clinic, Mercy Medical Clinic, Auburn, AL
- 2019 – 2020 **IMPACT Project Coordinator**, Attended weekly meetings, coordinated student volunteers with local Habitat for Humanity site, worked to build a house for a deserving family.
- 2018 – 2019 **Habitat for Humanity**, volunteer builder, Auburn, AL

# Honors and Awards

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## HONORS AND AWARDS

### Medical School

2024	American Medical Association, Huntsville Campus Scholarship
2023-2024	Board of Medical Scholarship Awards
2022	W. Hudson Turner Endowment
2021	Eloise and Charles P. Johnston Scholarship Endowment
2021	Henry Harland Hoffman Scholarship
2021	Russell, Benjamin & Roberta Medical Scholarship Endowment

### Undergraduate Programs

2020	National Dean's List
2019	Phi Kappa Phi Honor Society
2019-2020	Mortar Board
2020	Board of Regents Scholarship recipient
2020	Order of Omega
2018	All-American Scholar

Include any awards and scholarships you received during medical school.

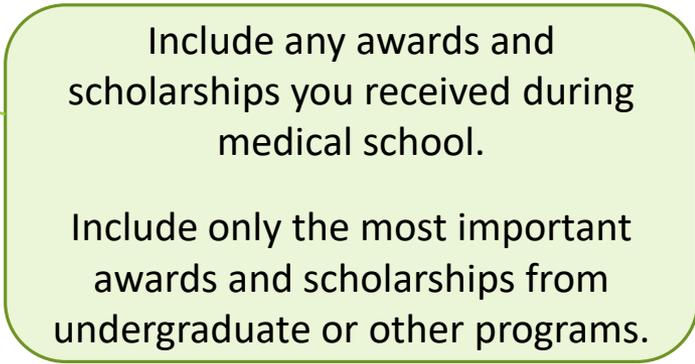
Include only the most important awards and scholarships from undergraduate or other programs.

# Honors and Awards

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## **HONORS & AWARDS**

2020	Comer Foundation Scholarship recipient
2019	Phi Kappa Phi National Honor Society
2018 – 2019	Golden Key (Junior Honor Society)
2018	Ruby Award for Circle K for Community Service hours (over 120 hours)
2018	Outstanding Secretary Award for Circle K (chosen out of the entire state)
2018	Dean's List College of Science and Math
2017 – 2018	National Dean's List
2016 – 2017	Freshman Academic Scholarship



Include any awards and scholarships you received during medical school.

Include only the most important awards and scholarships from undergraduate or other programs.

# Hobbies and interests

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What do these tell the reader?

- Movies, reading, and computer games
- Hiking, camping, and sailing
- Cooking and gardening
- Golf, Auburn football, and spending time with friends
- Home repair, building model boats, and painting
- Travel, Spanish, and international health
- Fishing, hunting, camping

This section is optional and should be brief.

Be prepared to discuss anything you include here.

List in narrative form (preferred) or bullet form.

# Checklist for CVs

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- Be careful about length—
  - 1<sup>st</sup> one for ERAS application should include everything, BUT...
  - 1 page only for short CV
  - **Exception** is for extensive publications, research experience or work experience
- Make it easy to read!
- Spell check!
- Be accurate
- DON'T USE A TEMPLATE
- Don't include activities just to fill the space
- Use high quality paper (white, grey, ivory) for handout copies

# More information

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- Residency Application Resources & Timeline (UAB SOM website)
  - <https://www.uab.edu/medicine/home/current-students/residency-application-resources-timeline>
- Careers in Medicine (good info, not so good examples for length and clarity)
  - ❖ Prepare for Residency
    - “Writing a Curriculum Vitae”

This is your story.  
Be careful with its accuracy.

ADD TO IT AS YOUR EXPERIENCE WIDENS.

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# Reminders--

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- Ask for input on your CV and personal statement from Dr. Carter and your career advisor
- Give your CV and personal statement to your letter writers when asking for LOR
- Bring your CV and personal statement to your MSPE appointment

# Questions/discussion

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