**CV Workshop Q&A 4/29/20**

1. **Question:** How long should a CV be?

**Answer:** Two pages in length preferably, but it is important to cover your work comprehensively. Your CV will grow throughout the course of your career. It is okay if your CV extends two pages.

1. **Question:** Do travel grants or financial awards go in the Honors and Awards section? If so, should they be listed?

**Answer:** Yes, if you have received a scholarship that has been intended for an honor. If you have received a travel grant that has been given towards research, then it should be listed in the research section of your CV.

1. **Question:** Should clerkship grade designators and USMLE scores me included on CV?

**Answer:** It is not necessary to list on your CV as they will be listed on ERAS application as well as MSPE. Students applying in sub-specialty programs, should reach out to their career advisors to confirm if information should be listed.

1. **Question:** Is there a way to list awards on your CV that might not be easily recognizable to other institutions?

**Answer:** It is reasonable to include a brief description of what each award means on your CV.

1. **Question:** How do effectively communicate work gaps on a CV?

**Answer:** If there happens to be any work gaps listed on your CV, be prepared to explain why there was a gap. It would also be an added benefit to head off the conversation of any gaps in your CV.

1. **Question:** Should part time work, an internship for example, be listed on a CV?

**Answer:** Yes, if you consider it to be of added significance and align with your career objectives.

1. **Question:** How should you format multiple separate projects that may have the same topic and/or faulty member?
2. **Question:** What constitutes and end date for research?

**Answer:** The when your participation in the research ceases.

1. **Question:** Is there a such thing as including too many presentations for the same project?

**Answer:** Yes, there is a hierarchy of scholarly work. You should discuss with your career advisor and research mentor to decide which ones are most important.

1. **Question:** Should you list abstracts that are published separately from papers that are published?

**Answer:** Yes, if your publications start to go beyond 4, then you should start to separate them out.

1. **Question:** Should you include an oral presentation, even if you were not the oral presenter?

**Answer:** Yes, you can include in your CV and indicate that you were not the presenter.

1. **Question:** What does N’Press mean?

**Answer:** It means that your publication has been accepted, and list publication date.

1. **Question:** Can you list any non-peer review publications; i.e. white papers?

**Answer:** Yes, you can list on your CV, but provide a clear description that it was not published.

1. **Question:** Do oral presentations given during SRP forum count towards a CV?

**Answer:** Yes, as it shows that your participated in the program and completed all necessary requirements.

1. **Question:** Should teaching experience be listed on a CV?

**Answer:** Yes, you can include teaching experience from college, or other higher education.

1. **Question:** Can a hobby and/or volunteering that is not necessarily related to medicine be included on your CV?

**Answer:** Yes, if you deem it to be meaningful.

1. **Question**: How do you add experience in SMS that is not listed in the drop down menu?

**Answer:** Add it to your CV, and send an email to Dan Levinson and Shanetha Thomas to get it added for you.

1. **Question:** Should you consider COVI19 volunteering institutional or community service?

**Answer:** You are encouraged to list on your CV, as things continue to evolve you will be advised as to where it should be appropriately located.

1. **Question:** Is there a deadline for when all information should be entered into SMS?

**Answer:** Yes, preferably prior to clinical education resuming.

1. **Question:** How should a CV be submitted for revisions?

**Answer:** Once CV has been generated in SMS, please go in and make any necessary changes. Once completed, email a copy to Shanetha Thomas for review and editing.

1. **Question:** If a manuscript is currently under review, which section should it be listed in my CV?

**Answer:** List is in research experience section of CV.

1. **Question:** What if you were scheduled to present research on a topic, but it got canceled due to COVD19?

**Answer:** You are still encouraged to list on your CV, but also include a brief description as to what caused the research not to take place.

1. **Question:** Can you include a thesis that you wrote on your CV?

**Answer:** Yes, it can be included in the education section of your CV.