



THE UNIVERSITY OF
CHICAGO

UChicago Medicine

Pritzker School
of Medicine

Constructing Your Curriculum Vitae

Latin (literally): “the course of my life”

March 1, 2022

Constructing Your Curriculum Vitae: Goals & Objectives

- Review Components of a Curriculum Vitae
- Update Key Fields in the Student Management System

Formatting

- One inch margins
- Do not worry about length!
- 11 or 12 point font (classic, simple font – this is not the time to be ~~FANCY~~ or ~~CREATIVE~~)
- Consistency
 - Use same font throughout
 - Chronology – most recent → most remote
 - Present tense vs. past tense
- Grammar, punctuation, and spelling!!!!
- Short sentences; active voice

Formatting

- Be mindful of your reader
 - Easy to navigate chronology
 - Reverse chronology
 - Dates on the left
 - White space
 - Simple, readable fonts (nothing below 11 point)
 - Sentence case vs. ALL CAPS (our brains process words by shape)

CVs are scanned first, then read more closely

Components of a Curriculum Vitae

- Identifying Information
- Education
- Honors and Awards
- Work Experience
- Research
- Publications
- Presentations
- Teaching Experience
- Community Service
- Institutional Service
- Hobbies & Interests

Identifying Information

- Formal Name
- Current Contact Information (only include telephone/email that you check frequently)

Jack S. Doe

HOME ADDRESS

Street address
Chicago, IL Zip
Phone #
Email

SCHOOL ADDRESS

Pritzker School of Medicine
924 E. 57th St., Room 104
Chicago, IL 60637

- Professional email, i.e., Lebron.James@gmail.com not KingJamesMD@gmail.com
 - Email should NOT include md or doctor
- Voicemail greeting should be professional (if you have one)

Identifying Information: Preferred Names

- Provide preferred name if other than legal name
- Add preferred name in quotation marks or paragraphs
- Include former name if used in publications/presentations
- Avoid overly casual nicknames

John S. Doe or Jack S. Doe or J. Stanley Doe

Vincent “Vinny” Van Gogh

Marie Sklodowska Curie

Joseph Henry "T Bone" Burnett

Education

- In reverse chronological order
 - Medical School (anticipated graduation year)
 - Doctoral Degree / Post-Baccalaureate Program / Master's Degree (if relevant)
 - Undergraduate Degree (if you have two degrees, list them separately – i.e, BS, Biology and BA, Economics)

EDUCATION

2019-present

The University of Chicago Pritzker School of Medicine. MD, June 2023 (anticipated)

2017-2019

Johns Hopkins University Bloomberg School of Public Health. MPH

2012-2016

University of Michigan. BS, Biology, graduated *summa cum laude*

- Honors formatting:
 - “*summa cum laude*, etc.” not capitalized and always italicized
 - Phi Beta Kappa – capitalized and not italicized
 - Honors – capitalized, i.e., BA with High Honors

Honors and Awards

- Common to have none
- Include undergraduate awards if they are noteworthy (don't pad)
- Don't include high school awards unless extraordinary
 - Bronze Medalist in Figure Skating, PyeongChang 2018 Olympics

HONORS AND AWARDS

2020	Joseph P. Kirsner Research Award for Excellence
2016	Graduation with <i>summa cum laude</i> honors in Biology
2016	Departmental Honors for Senior Thesis

Work Experience

- Common to have none
- Include full-time work – even if unpaid (i.e., internships, etc.)
- Do not include peer educator positions during medical school
- Provide concise information

- Duration of employment

- Job Title

- Organization

- Key Duties

WORK EXPERIENCE *(Only include if you took years off between college and medical school and engaged in full time work experience)*

2016-2017

Research Manager, Illinois Department of Public Health, Springfield, IL

- Conducted statistical analyses of lead poisoning and opioid addiction in state.
- Prepared and presented reports on morbidity and mortality related to lead exposure and opioid overdose in state.

Research

- Include full-time research experiences in this section, i.e.,
 - NIH Post-Baccalaureate IRTA
 - PSOM Fellowship
 - Burroughs Wellcome
- Separate entries for separate projects

RESEARCH EXPERIENCE

Start-end date	Institution, Department of XYZ, Name and degree of mentor; “Title of project.” <ul style="list-style-type: none">• Brief description of project• Use action verbs to start each bullet point when possible
2019-Present	University of Chicago, Department of Medicine, Section of General Internal Medicine, Julie Oyler, MD; “Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality.” <ul style="list-style-type: none">- Researched post-discharge mortality amongst elderly patients.- Selected to participate in the NIH-funded Pritzker Summer Research Program.- Received the Joseph P. Kirsner Research Award for Excellence at the 2012 Pritzker Summer Research Forum.- Expanded project to investigate geriatrics patients through longitudinal Scholarship and Discovery experience (Quality and Safety Scholarship track).
2013-2016	University of Michigan, Department of Neuroscience, Melissa S. Times, PhD; Honors research thesis: “Sensory and motor cortical interactions in complex voluntary movements.”

Publications and Presentations

- You may have none (that's OK)
- You may have many (if so, divide into two sections; Publications, Presentations)
- Institutional presentations during medical school should be included (i.e., summer research, etc.)
- Include college work if it led to peer-reviewed publication or presentation at a conference (even an institutional conference)
- Underline your name (particularly important if you had a name change)
- Include publications that are in press
- Do **not** include manuscripts that have only been submitted or are in preparation

Publications and Presentations

PUBLICATIONS/ABSTRACTS

Last first middle initials of authors as listed in the paper. Your name underlined. Title of article. *Journal*. Publication date; vol (issue): pages. PMID: ID number

Peer-Reviewed Journal Articles

Brown M, Doe J, Pincavage AT, Prochaska M, Dahlstrom M, Beitling K, Oyler J. Post discharge mortality among elderly patients. *Journal of the American Geriatrics Society*. 2021 Oct; 135(11): 218-223. Cited in PubMed; PMID: 24384104.

Doe J, Oyler J. Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. *JAMA* (e-pub ahead of print). 2022 Feb; in press.

Oral Presentations

Doe J, Oyler, J. Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. Society of General Internal Medicine Conference; 2021 June; Orlando, FL.

Poster Presentations

Doe JR, Oyler J. Hospitalized Vulnerable Elders and Post-Discharge Mortality: An Analysis. Society of Hospital Medicine Conference; 2020 March; Chicago, IL.

Publications and Presentations

- Common to have multiple citations on the same topic (with the same title)
- Hierarchy of scholarly work
 - Peer-reviewed publications
 - Oral presentations
 - National
 - Regional
 - Institutional
 - Poster presentations

Be careful NOT to list too many scholarly works with the same title.

Review with career advisor and/or research mentor

Teaching Experience

- Include anticipated teaching experiences (2022-23 academic year)
- Include teaching experiences from college/other higher education

TEACHING EXPERIENCE

Year	Title, Course Institution: Course directors - Duties (use action verbs to start each bullet point, when possible)
2023 (anticipated)	Teaching Assistant, Clinical Pathophysiology and Therapeutics University of Chicago Pritzker School of Medicine Course Directors: Scott Stern, MD, and Aliya Husain, MD - Selected to teach review sessions for required second-year medical course. - Positions only offered to the top performers in the class.
2015-2016	Teaching Assistant, Introductory Biology – Genetics University of Michigan Course Organizer: Charles Darwin, MD - Conducted student review sessions for the Genetics portion of the undergraduate biology course. - Graded tests, prepared lecture presentations, and conducted literature reviews for course director.

Extracurricular Activities

- Institutional Service
- Community Service
- Hobbies and Interests
 - Include 3-4 activities/hobbies/interests
 - Showcase your personality and explain how you spend your free time
 - Include notable accomplishments

HOBBIES & INTERESTS

Fluent in Spanish; completed the 2018 Chicago Marathon and the 2019 New York Marathon; play guitar.

- Don't include anything you are not prepared to have a conversation about!

Institutional Service

INSTITUTIONAL SERVICE

2020-2021	<p>Student Member, Pritzker School of Medicine Admissions Committee (anticipated)</p> <ul style="list-style-type: none">- Selected as one of 12 fourth year medical students to help admit students for the Pritzker School of Medicine Class of 2025- Interview prospective students- Lead weekly lunches and tours during interview days- Serve as voting member of admissions committee
2017-2018	<p>Emergency Medicine Student Interest Group, Pritzker School of Medicine</p> <ul style="list-style-type: none">- Coordinated school-wide events to promote the field of Emergency Medicine
2016-2017	<p>Advisory Council to the Dean, Bloomberg School of Public Health</p> <ul style="list-style-type: none">- Represented student voice during curricular reform initiative- Provided strategic guidance in expanding range of experiential learning opportunities
2013-2014	<p>President, University of Michigan School Government</p> <ul style="list-style-type: none">- Led the executive branch of the student government.- Reported on student affairs to the University Chancellor's office.- Oversaw budget, programming, and programming initiatives.

- Not all institutions are the same – provide clarifying explanations

Community Service

Not all service organizations are the same – provide clarifying information!

COMMUNITY SERVICE

2019-2020

Executive Board Member, New Life Volunteering Society Free Health Clinic, Chicago, IL

- Medical volunteer for student-run health clinic.
- Served as treasurer of the student board.
- Coordinated grant submissions and fundraising events.
- Provided essential administrative help around the clinic.

2016-2017

Field Organizer, Habitat for Humanity, Springfield, IL

- Participated in weekly planning meetings and quarterly trips to build housing for low-income populations in rural areas of the Midwest.

Update the Student Management System!

By logging into the system regularly, you can:

- **Track your volunteer** service hours which helps you, the university and the medical center.
- **Update your publications/presentations, research activities, and extracurricular roles.**

How SMS Can Help You!

- Generates a word document CV which can form the basis of the CV you will prepare for residency application
- Gives the medical school important information for holistic review

How does SMS respect your privacy?

Student records within the Student Management System are restricted to select faculty deans, your career advisor, and residency application staff.

How to use SMS

- Select Student to log-in at <https://sms.bsd.uchicago.edu/>
- Type in your CNET ID and Password
- Click on "Generate a CV with Student Portfolio"
- Click on "Log Service Activities." Click on "New" to add volunteer hours. (Filling in the Service Activities section will automatically populate the "Leadership/Extracurricular Activities" section).
- Review all of the rest of tabs for accuracy. Add any relevant information you would like to keep track of throughout medical school. Once you have completed all the tabs, click on "Generate CV" to create a ready-made CV.

Note: If you are accessing SMS via an off-campus computer will need to log in to the VPN

Questions?



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