

Constructing Your CV for Residency Application

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Pritzker School
of Medicine



Why is an up-to-date CV important now?

- Application to away rotations
- Letter of Recommendation requests
- Holistic Review, Honors and Awards, AOA, and other opportunities
- Residency application – This is your foundation!

Formatting

- Why the Pritzker Template?
- One inch margins
- Do not worry about length! (Too much...)
- 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

Humility/Modesty vs. Self-Promotion

- Strike a balance – you don't want to be seen as arrogant, overly self-promoting or less team-oriented, but you also don't want to sell your experiences and accomplishments short
- Lean into leadership, initiative, and innovation
 - Consider how you are framing these things
- Residency application is competitive; it's OK to hype yourself up!

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	
<u>HOME ADDRESS</u>	<u>SCHOOL ADDRESS</u>
Street address	Pritzker School of Medicine
Chicago, IL Zip	924 E. 57 th St., Room 104
Phone #	Chicago, IL 60637
Email	

- Professional email, i.e., Taylor.Swift@gmail.com not SwiftyMD1989@gmail.com
 - Email should **NOT** include md or doctor; this is especially the case on your residency apps

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

Greg “Mad Dog” Maddux

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)

<u>EDUCATION</u>	
2021-present	The University of Chicago Pritzker School of Medicine. MD, June 2025 (anticipated)
2019-2021	Johns Hopkins University Bloomberg School of Public Health. MPH
2014-2018	University of Michigan. BS, Biology with Honors, graduated <i>summa cum laude</i>

- 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)
- Some scholarships and/or grant funding may be appropriate here
- Don't include high school awards unless extraordinary
 - Bronze Medalist in Figure Skating, PyeongChang 2018 Olympics

HONORS AND AWARDS

2022	Joseph P. Kirsner Research Award for Excellence, Pritzker Summer Research Program
2018	Dean's List, University of Michigan (eight semesters)
2018	Departmental Honors for Senior Thesis

Work Experience

- Common to have none; this is most important re: gap year(s)
- Include full-time work – even if unpaid (i.e., internships, etc.)
- Do not include Peer Educator positions during medical school here
- Provide concise information
 - Duration of employment
 - Job Title
 - Organization
 - Key Duties

WORK EXPERIENCE

2018-2019

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, e.g.,
 - NIH Post-Baccalaureate IRTA
 - PSOM Fellowship
 - Burroughs Wellcome
- Separate entries for separate projects OK

RESEARCH EXPERIENCE

2024 –Present	University of Chicago, Department of Medicine, James Woodruff, MD; “Medical Student Attitudes Toward Program Signaling in Residency Application” <ul style="list-style-type: none">- Examining attitudes of medicals student attitudes toward program signaling in the residency application process before and after application and interview cycle via quantitative and qualitative surveys
2021-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).
2015-2018	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

- Divide into subsections – Publications, Oral Presentations, Poster Presentations, other
- Institutional presentations during medical school should be included (i.e., Summer Research Program, Med Ed Day, etc.)
- Include college work if it led to peer-reviewed publication or presentation at a conference (even an institutional conference)
- Underline and/or bold 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/PRESENTATIONS

Peer-Reviewed Journal Articles

Doe J, Parks M, May A, Woodruff JN. Medical Student Attitudes Toward Program Signaling in Residency Application. *Academic Medicine*. 2024 Jan; 99(1): 150-156. PMID: 99761230.

Doe J, Oyler J. Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. *JAMA* (e-pub ahead of print). 2023 Feb; in press.

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*. 2022 Oct; 135(11), 218-223. PMID: 81239876.

Oral Presentations

Doe J, Oyler, J. Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. Society of General Internal Medicine Conference; 2022 June; Orlando, FL.

Poster Presentations

Doe JR, Oyler J. Hospitalized Vulnerable Elders and Post-Discharge Mortality: An Analysis. Society of Hospital Medicine Conference; 2021 March; Chicago, IL.



Publications and Presentations

- Common to have multiple citations on the same topic (some with the same title) – be thoughtful about how you list these
- 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 (2026-27 academic year) if you have secured them
- 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)
2025 (anticipated)	Peer Educator, Clinical Pathophysiology and Therapeutics University of Chicago Pritzker School of Medicine Course Directors: Aliya Husain, MD and Jason Poston, MD - Selected to teach review sessions for required second-year medical course. - Positions only offered to the top performers in the class.
2017-2018	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 ... 99%+ of applicants complete this field!
 - Showcase your personality and explain how you spend your free time
 - Include notable accomplishments

HOBBIES & INTERESTS

Fluent in Portuguese; completed the 2023 Chicago Marathon and the 2019 New York Marathon; baking – winner of 2023 Great Pritzker Bake Off; true crime podcasts; hiking national parks – recent visits include Joshua Tree and Grand Teton.

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

Institutional Service

INSTITUTIONAL SERVICE

- 2021-present Class Representative, Dean's Council, University of Chicago Pritzker School of Medicine
- Elected by peers to serve as liaison between medical students and Pritzker administration
 - Contribute student perspective as part of a joint decision-making process for the institution
 - Convey peers' present concerns and issues to administration
- 2021-2022 Co-Chair, Emergency Medicine Student Interest Group, University of Chicago Pritzker School of Medicine
- Coordinated school-wide events to promote the field of Emergency Medicine.
- 2017-2018 President, University of Michigan School Government, Ann Arbor, MI
- 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

2022-present

Volunteer, Chicago Street Medicine, University of Chicago Pritzker School of Medicine

- Medical student volunteer on monthly ‘street runs’ to provide basic primary care services, essential supplies, food, and connection to social resources at homeless encampments across the city.

2021-2022

Executive Board Member, Washington Park Children’s Free Health Clinic, Chicago, IL

- Medical volunteer for student-run health clinic supporting underserved and uninsured pediatric population on the South Side of Chicago.
- Served as Treasurer of the student board.
- Coordinated grant submissions and fundraising events.

2018-2019

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.



Translating your CV to ERAS

- Essentially a copy + paste
- Limits on number of activities (10 in ERAS; 12 in ResidencyCAS)
 - *Some* combining/grouping is OK
- Most Meaningful activities (3)

Questions?



THE UNIVERSITY OF
CHICAGO
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