

WRITING YOUR CURRICULUM VITAE

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NEW YORK INSTITUTE
OF TECHNOLOGY

College of Osteopathic
Medicine

SAMPLE CV

NAME

Street Address
Town, State, Zip

Telephone Number
E-Mail@NYIT.edu

EDUCATION

NYIT College of Osteopathic Medicine (NYITCOM) Old Westbury, NY
Doctor of Osteopathic Medicine (D.O.), anticipated May 2024

Other Higher Education Institution Town, State
Degree Type (M.A., M.S., M.B.A., M.P.H.), Major, Graduation Date

Undergraduate Institution Town, State
Degree Type (B.A., B.S., B.B.A.), Major, May 2020

HONORS

Departmental Honors for Senior Thesis, 2020
Dean's List, 2016 - 2020
Psi Chi Psychology Honors Society, 2018

Do not list any honors associated with course work

RESEARCH EXPERIENCE

Institution / Department, Location
Position (i.e. Research Assistant) Start - End Dates
Mentor: Name and Degree
Project Title:

- Brief description of project (start each description with a strong action verb)

NYITCOM Old Westbury, NY
Research Fellow - Department of Osteopathic Manipulative Medicine Start - End Dates
Mentor: John E. Medical, D.O.
Project Title: "The Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

Research Assistant - Department of Anatomy Start - End Dates
Mentor: John E. Medical, D.O.
Project Title: "The Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

PUBLICATIONS

Last, First, Middle Initial of authors as listed in the paper. Underline your name.
Title of article, Journal, Publication date; vol.(issue): pages.
May include abstracts as well as papers, which are:

"In Preparation for Publication" (you are an author)
"Submitted for Publication" (paper has been submitted)
"In Press" (paper has been accepted for publication)

Medical, John E., Your Name, Doe, J. Title of article. Journal of the American Osteopathic Association.

PRESENTATIONS

Name of Conference / Workshop / Meeting, Title of presentation, (if 'placed', list here), Date, Location
American Osteopathic Association Poster Competition, Title of presentation, October 3, 2020, Orlando, FL

WORK / INTERNSHIP EXPERIENCE

Company, Location
Job Title Start - End Dates

- Responsibilities (start each description with a strong action verb)

Binghamton University Binghamton, NY
Resident Assistant 2018 - 2019

- Supervised student living and developed educational programs on diversity, relationships, and academics.

Park Slope Volunteer Ambulance Corps Brooklyn, NY
Crew Chief, EMT-B and Dispatcher 2019

- Collaborated with dispatch to coordinate quality patient care and provide on-site leadership in crisis situations.

TEACHING / TUTORING EXPERIENCE

Institution, Location
Title, Course Name Start - End Dates

- Responsibilities (start each description with a strong action verb)

Binghamton University Binghamton, NY
Tutor 2019 - 2020

- Tutored second year students in their anatomy course.

CO-CURRICULAR / VOLUNTEER EXPERIENCE

Organization, Institution, Location
Title Start - End Dates

- Responsibilities (start each description with a strong action verb)

NYITCOM Old Westbury, NY
Volunteer - Rock Steady Boxing October 2020 - Present

- Support patients with Parkinson's disease during boxing class designed to reduce symptom severity.

South Nassau Communities Hospital Health Fair Oceanside, NY
Volunteer November 2020

- Performed blood pressure measurements and consulted patients regarding blood pressure reading.

PROFESSIONAL ORGANIZATIONS

Student Osteopathic Medical Association
American Academy of Family Physicians
American Osteopathic Association (all students should include this, as you are a member starting in year one)

CERTIFICATION / HEALTH-RELATED LICENSES

Advanced Cardiovascular Life Support (ACLS), 2020
Health Insurance Portability and Accountability Act (HIPAA), 2019

LANGUAGE SKILLS*

Fluent: Spanish
Conversational: French
Basic Knowledge: Hindi
*Include only languages other than English

INTERESTS

Reading, Hiking, Scuba Diving, Cello

CURRICULUM VITAE:

THE COURSE OF ONE'S LIFE

CURRICULUM VITAE (CV)

= 'RESUME' FOR A MEDICAL STUDENT

A CURRICULUM VITAE (CV) IS A COMPLETE YET CONCISE SUMMARY OF YOUR EDUCATION, CO-CURRICULAR, WORK, AND OTHER RELEVANT EXPERIENCES, AWARDS AND ACCOMPLISHMENTS. (AVERAGES 1 - 2 PAGES IN LENGTH BUT CAN BE LONGER DEPENDING UPON EXPERIENCE).

EXPERIENCES DO NOT HAVE TO BE MEDICALLY RELATED (THAT IS ONLY FOR THE MSPE).

CONTINUALLY UPDATE YOUR CV THROUGHOUT YOUR FOUR YEARS IN MEDICAL SCHOOL.

CURRICULUM VITAE

PURPOSE

- ❑ SUMMER RESEARCH OPPORTUNITIES
- ❑ NYITCOM'S ACADEMIC SCHOLARS PROGRAM
- ❑ SCHOLARSHIPS (I.E. AOF GOLDEN TICKET SCHOLARSHIP)
- ❑ SPECIAL AWARDS (I.E. STUDENT DO OF THE YEAR)
- ❑ HONOR SOCIETIES (I.E. GOLD HUMANISM)
- ❑ STUDENT AMBASSADORS PROGRAM (SUBMITTED DURING 1ST YEAR)
- ❑ THIRD YEAR "REGIONAL" HOSPITAL ROTATIONS
(SUBMITTED DURING SECOND YEAR)
- ❑ FOURTH YEAR "AWAY" HOSPITAL ROTATIONS
(SUBMITTED DURING THIRD YEAR)
- ❑ BACKGROUND INFORMATION FOR RESIDENCY APPLICATION "LETTER OF
RECOMMENDATION" WRITERS
- ❑ RESIDENCY INTERVIEWS

FORMAT

- **USE MS WORD, BUT NO 'PRE-FORMATTED' 'TEMPLATES' OR 'TEXT' BOXES!**
- **ORGANIZE EACH SECTION IN REVERSE CHRONOLOGICAL ORDER - MOST RECENT FIRST (DATES CAN FOLLOW YOUR JOB TITLE):**

Crouse Hospital Syracuse, NY

Patient Care Aide / Transporter (Emergency Department) 2018 - 2019

- Assisted physicians and nurses with basic clinical tasks
- Transported patients and lab samples to different areas in the hospital

- **FORMAT SHOULD BE CONSISTENT THROUGHOUT:**
 - **USE COMMON FONTS** (TIMES, ARIEL, GARAMOND, CALIBRI, CAMBRIA)
 - **USE BOLD, ITALICS, CAPS, AND BULLETS**
 - **HEADINGS SHOULD BE CONSISTENT IN STYLE, SIZE, AND FORMATTING**
 - **NO ABBREVIATIONS** i.e. AOACR = American Osteopathic College of Radiology
 - **INCLUDE NAME (AND PAGE #) ON EVERY PAGE** i.e. SMITH P. 2

FORMAT

- **MAKE IT CLEAR, CONCISE AND EASY TO READ!**
 - *IF A WORD OR PHRASE DOES NOT 'ADD' ANYTHING SUBSTANTIVE, TAKE IT OUT! DO NOT USE VAGUE WORDS SUCH AS "VARIOUS", "SEVERAL" AND "ETC." AND AVOID REPETITION OF WORDS AND PHRASES.*
- **AVOID UNNECESSARY AND IRRELEVANT EXPERIENCES.**
 - *HOWEVER, IF THE EXPERIENCE FILLS IN A TIME GAP, IT SHOULD BE INCLUDED.*
- **USE STRONG, DESCRIPTIVE ACTION WORDS (IN THE CORRECT TENSE):**
TRIAGED, SUTURED, RESEARCHED, INVESTIGATED, MEASURED, MONITORED, RECORDED, DOCUMENTED, COMMUNICATED, PRESENTED, LED, COLLABORATED, TAUGHT, INSTRUCTED, EDUCATED, CONDUCTED, FACILITATED, PROVIDED, OUTREACHED

KNOW YOUR CV!

IMPORTANT SECTIONS

■ NAME AND CONTACT INFORMATION

- **NAME (CAP, BOLD AND IN LARGER FONT)**
 - **USE YOUR NAME AS IT APPEARS ON YOUR MEDICAL SCHOOL CREDENTIALS.**
 - **USE PERMANENT ADDRESS, CELL PHONE # AND EMAIL ADDRESS.**
 - **BE SURE TO HAVE A PROFESSIONAL VOICE MESSAGE AND EMAIL ADDRESS.**

■ EDUCATION

- **LIST COLLEGES / UNIVERSITIES ATTENDED WITH MOST RECENT FIRST**
 - **INCLUDE MEDICAL SCHOOL, GRADUATE AND UNDERGRADUATE.**
 - **DO NOT INCLUDE HIGH SCHOOL.**
- **INCLUDE NAME OF INSTITUTION, LOCATION, DEGREE, COMPLETION DATE (OR ANTICIPATED DATE) AND MAJOR /MINOR FIELD OF STUDY.**
- **STUDY ABROAD CAN BE INCLUDED.**

NYIT College of Osteopathic Medicine Old Westbury, NY
Doctor of Osteopathic Medicine (D.O.), anticipated May 2024

Binghamton University Binghamton, NY
Bachelor of Science (B.S.), Biology, *cum laude*, May 2020
Minor: Chemistry
International: Sydney, Australia (Spring 2017)

IMPORTANT SECTIONS

■ HONORS AND AWARDS

- AWARDS AND / OR SCHOLARSHIPS AND / OR HONOR SOCIETIES RECEIVED DURING MEDICAL SCHOOL AND DURING UNDERGRADUATE AND OTHER PROGRAMS.
- PROVIDE DESCRIPTION OF AWARD, IF NOT OBVIOUS.
- DO NOT INCLUDE FINANCIALLY-BASED SCHOLARSHIPS.
- IF YOU HAVE NUMEROUS ITEMS, YOU MAY WANT TO SEPARATE THEM (I.E., UNDERGRADUATE, MEDICAL SCHOOL).

IMPORTANT SECTIONS

- EXPERIENCE (MEDICALLY AND NON-MEDICALLY RELATED)
 - *FOR ALL "EXPERIENCE" SECTIONS*
 - **REMEMBER TO INCLUDE ALL RELEVANT MEDICAL OR SPECIALTY RELATED EXPERIENCES:**
 - **LONG-TERM ACTIVITIES, COMMITTEE WORK, COMMUNITY SERVICE PROJECTS, LEADERSHIP EXPERIENCES, AND STUDENT ORGANIZATION INVOLVEMENT**
 - **ACTIVITIES FROM BEFORE MEDICAL SCHOOL IF NOTEWORTHY, SHOW LONG-TERM COMMITMENT, OR ARE APPLICABLE TO YOUR CAREER GOALS.**
 - **INCLUDE POSITION TITLE, NAME OF EMPLOYER OR ORGANIZATION, LOCATION (CITY AND STATE OR COUNTRY) AND DATES.**
 - **BRIEF DESCRIPTION OF MAJOR RESPONSIBILITIES AND ACHIEVEMENTS. IN A BULLET POINT FORMAT USING ACTION WORDS IS IMPORTANT.**
 - **DO NOT INCLUDE EXPERIENCES THAT ARE PART OF YOUR CURRICULUM**
 - **INCLUDE BOTH PAID AND UNPAID EXPERIENCES.**

IMPORTANT SECTIONS

■ *RESEARCH EXPERIENCE*

- **LIST ALL RESEARCH EXPERIENCE (INCLUDING UNDERGRADUATE):**
 - **THESIS WORK, PAID POSITIONS, SUMMER INTERNSHIPS, ETC.**
 - **WORK DOES NOT HAVE TO BE PUBLISHED FOR THIS SECTION.**
- **INCLUDE YOUR TITLE / ROLE, INSTITUTION, LOCATION, RESEARCH TOPIC OR TITLE, ADVISOR AND DATES.**
- **DESCRIPTION OF PROJECT AND MAJOR RESPONSIBILITIES / SKILLS.**

NYIT College of Osteopathic Medicine: Department of Anatomy Old Westbury, NY

Research Assistant 2020 - present

Mentor: John E. Medical, D.O.

Project Title: "The Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

■ *TEACHING / TUTORING EXPERIENCE*

- **LIST ALL EXPERIENCE – INCLUDE GRADE LEVEL AND COURSES**

Binghamton University Binghamton, NY

Tutor 2018 - 2019

- Tutored undergraduate students in introductory biology and chemistry

IMPORTANT SECTIONS

■ WORK EXPERIENCE

- **FOCUS ON MAJOR AND MEDICALLY-RELATED EXPERIENCES.**
- **INCLUDE NAME OF EMPLOYER OR ORGANIZATION, POSITION TITLE, LOCATION (CITY, STATE OR COUNTRY), DATES AND BRIEF DESCRIPTION OF MAJOR RESPONSIBILITIES AND ACHIEVEMENTS IN A "BULLET POINT" FORMAT USING ACTION WORDS.**

Park Slope Volunteer Ambulance Corps Brooklyn, NY
Crew Chief, EMT-B and Dispatcher 2019

- Collaborated with dispatch to coordinate quality patient care and provide on site leadership in crisis situations.

■ PUBLICATIONS

- **ANY PUBLISHED ABSTRACT, PAPER OR ARTICLE IN MEDICAL BIBLIOGRAPHIC REFERENCE STYLE (YOUR NAME IN BOLD) WITH PUBLICATION YEAR OR "IN PRESS" IF NOT YET PUBLISHED.**

IMPORTANT SECTIONS

■ PRESENTATIONS

- LIST RESEARCH, PROFESSIONAL, AND POSTER PRESENTATIONS AT INSTITUTIONS, CONFERENCES, OR SPECIALTY ASSOCIATION MEETINGS.
- INCLUDE TITLE OF PRESENTATION, AUTHORS, AUDIENCE, AND OTHER RELEVANT DETAILS.
- LIST DATE AND PLACE PRESENTED.

■ CO-CURRICULAR / VOLUNTEER EXPERIENCE

- LONG TERM ACTIVITIES, COMMITTEE WORK, COMMUNITY SERVICE PROJECTS, LEADERSHIP EXPERIENCES, AND STUDENT ORGANIZATION INVOLVEMENT.
- INCLUDE ACTIVITIES FROM BEFORE MEDICAL SCHOOL, IF NOTEWORTHY.

NYIT College of Osteopathic Medicine Old Westbury, NY

First Year Representative September 2019 - present

- Serve as a liaison between the student government and first year class.

IMPORTANT SECTIONS

- **CERTIFICATION / HEALTH-RELATED LICENSES** (MORE ON SLIDE 15)
 - Emergency Medical Technician-Basic (EMT-B), 2018
 - Advanced Cardiovascular Life Support (ACLS), 2017
 - Health Insurance Portability and Accountability Act (HIPAA), 2016

- **PROFESSIONAL ORGANIZATIONS**
 - Student Osteopathic Medical Association
 - American Academy of Family Physicians
 - American Osteopathic Association
 - (all students should include AOA, as you are a member starting in year one!)*

- **INTERESTS**
 - **OUTSIDE ACTIVITIES AND / OR HOBBIES ABOUT WHICH YOU ARE PASSIONATE AND CAN DISCUSS FLUENTLY DURING AN INTERVIEW.**
(SCUBA DIVING, HIKING, COOKING, CELLO, PHOTOGRAPHY, MARTIAL ARTS, SCRAPBOOKING, CROCHETING, GARDENING, ASTRONOMY, TABLE TENNIS, ETC.)

- **LANGUAGE SKILLS** (OTHER THAN ENGLISH)
 - **BE CAREFUL HOW YOU DESCRIBE LEVEL OF PROFICIENCY:**
ADVANCED / GOOD / FAIR / BASIC

OTHER (POTENTIAL) SECTIONS

If applicable, you can also add:

Doctor Patient Continuum (under EDUCATION)

two-year, case-based, self-directed learning curriculum

Translating Osteopathic Understanding into Community Health (TOUCH): (under CO-CURRICULAR / VOLUNTEER EXPERIENCE)

- *Contribute to a variety of community service projects each semester, on and off campus*

GLOBAL HEALTH EXPERIENCE

(NYITCOM's Global Health Certificate Program and/or medical missions abroad)

PROFESSIONAL DEVELOPMENT

(i.e. Summer Preceptorship)

CONFERENCES ATTENDED

(i.e. OMED, Professional Society meetings)

PHYSICIAN-SHADOWING EXPERIENCE

(especially when you participated in hands-on clinical tasks)

LAB SKILLS

(bacterial assays, microscopy, database management, SPSS, etc.)

If applicable, you can include the following under CERTIFICATION:

- *Basic Cardiovascular Life Support (BCLS) / Advanced Cardiac Life Support (ACLS) / Pediatric Advanced Life Support (PALS)*
- *CPR/AED for Professional Rescuers and Health Care Providers*
- *Health Insurance Portability and Accountability Act (HIPAA)*
- *NYS Mandated Reporter: Identification and Reporting of Child Abuse and Maltreatment*
- *Occupational Health and Safety Administration (OSHA) Blood borne Pathogen Training*
- *Infection Control and Barrier Precautions*
- *N95 Respirator Training and Mask Fit Test*
- *NYIT Global Health Certificate*
- *Medical Spanish Certification: NYITCOM*
- *Heads Up to Clinicians: Addressing Concussions in Sports among Kids and Teens*
- *Emergency Medical Technician - Basic (EMT-B)*
- *Advanced Emergency Medical Technician - Paramedic*
- *Naloxone / Narcan Administration Training: NYSDOH Registered Opioid Overdose Program*
- *Credentialed Alcoholism and Substance Abuse Counselor (CASAC-T)*
- *Question Persuade Refer (QPR): Suicide prevention training*
- *Screening, Brief Intervention, Referral to Treatment for Substance Abuse (SBIRT) - Behavioral Health Behavioral Professionals*
- *American College of Surgeons (ACS) Stop the Bleed*
- *Federal Emergency Management Agency (FEMA) Hospital Emergency Response and Disaster Response Training*
- *Collaborative Institutional Training Initiative (CITI): Human Subject Research*
- *National Institute of Health (NIH): Protecting Human Research Participants*
- *National Institute of Health (NIH): Stroke Scale Certification*
- *International Parkinson and Movement Disorder Society - Unified Parkinson's Disease Rating Scale (UPDRS)*
- *American College of Medical Scribe Specialists (CMSS)*
- *Ophthalmic Scribe Certification (OSC)*
- *Certified Medical Scribe Professional (CMSP)*
- *Certified Clinical Hemodialysis Dialysis Technician (CCHT)*
- *Certified Ophthalmic Assistant (COA)*
- *Certified Clinical Research Coordinator (CCRC)*
- *Certified Nurse Assistant (CNA)*
- *Approved Medication Administration Personnel (AMAP)*
- *Wilderness First Responder (WFR)*
- *Forensic Evaluation of Asylum Seekers & Documentation of Human Rights Abuses*
- *Responsible Care & Use of Laboratory Animals Registered Nurse*
- *Phlebotomy Technician*
- *Medical Assistant*
- *Pharmacist*
- *Mental Health First Aid*
- *Personal Trainer*
- *Lifeguard*
- *National Board of Nutrition Support: Nutrition Support Clinician*
- *Educational Commission for Foreign Medical Graduates (ECFMG)*
- *Strategies for Crisis Intervention and Prevention*

COMMON MISTAKES

- USING A 'TEMPLATE' OR 'TEXT BOX' FORMAT.
- OMITTING INFORMATION (DATES, DETAILS)
 - INCLUDE INFORMATION - FROM COLLEGE THROUGH MEDICAL SCHOOL - IN ALL APPLICABLE CATEGORIES (I.E., WORK EXPERIENCE, RESEARCH EXPERIENCE, HONORS, ACTIVITIES, AFFILIATIONS, COMMUNITY SERVICE) THE ONLY REASON TO LEAVE A HEADING OUT IS IF YOU HAVE NOTHING RELATED TO IT. OTHERWISE, "FILL" ALL SECTIONS TO ENSURE IT IS COMPLETE.
- NOT PLACING ITEMS IN *REVERSE* CHRONOLOGICAL ORDER.
- NOT SEPARATING INFORMATION INTO SUB-HEADINGS.
- NOT BEING CONSISTENT IN FORMATTING, FONT STYLE, AND SIZE.
- NOT SPELL-CHECKING AND PROOF-READING TO FIND ERRORS.



Help me to help you...

- *TO THE BEST OF YOUR ABILITY, FORMAT YOUR CV ACCORDING TO THE LAYOUT PROVIDED!*
- *PLEASE DO NOT SEND ME YOUR CV UNTIL IT RESEMBLES WHAT WAS PRESENTED TODAY. THIS WILL MAXIMIZE MY "EDITING TIME" TO ENSURE THAT ALL STUDENTS' CVS ARE PERFECTED. THANK YOU!*

 **EMAIL YOUR CV IN WORD BY FRIDAY, FEBRUARY 26 TO:**

joivia01@nyit.edu