

# Curriculum Vitae – checklist

## Heading

- Include first and last name, street address, home phone number and e-mail address
- Make sure your name is clearly visible. Consider using a larger font or bold font.

## Education

- List most recent first
- List dates of attendance
- Include medical school (Northwestern University, Feinberg School of Medicine), Graduate and Undergraduate Institutions

## Honors

- Include awards and/or scholarships received during medical school. Include a description of the award if it is not obvious. (Julius Conn Award –best performance of a third year medical student on the surgery clerkship)
- Graduation with distinction (i.e. magna cum laude)
- Relevant and or most important awards from previous degrees can be listed also.

## Research

- List any research activities and projects you assisted with or conducted alone. Include your role as a Research Assistant, Primary Investigator, etc.
- Include the title of the project, lead advisor or researcher (if any), institution at which it was conducted, and date. Give a one sentence description of your duties.

## Publications

- List, in medical bibliographic reference style, any abstracts, papers, or articles published or in the process of being published.
- Do not include publications that have not yet been accepted.

## Presentations

- Include any research, professional, or poster presentations conducted at conferences, lectures or symposiums. List date and place presented.

## Work Experience

- Position title, begin date to end date, name of employer, city, state
- Add a brief description of your responsibilities, achievements and competencies gained. Be concise yet inclusive of the most important attributes for your objective.
- List all major or medically related work experiences, whether paid or volunteer.
- If there are gaps of time in your history, make sure to include any work experience, medical or non-medical, which accounts for your time out of school, for example, between undergraduate studies and medical school.

## Co-Curricular Activities (Extracurricular Activities)

- Include the most important long-term activities you were involved in during medical school, including committee work, community service projects, and student organization involvement.
- Say how often you volunteered, i.e. weekly, monthly.

- Include activities from before medical school only if they are extraordinary or applicable to health care.

### **Memberships and Affiliations**

- List any professional organizations of which you are a member and the year you joined.
- Include any leadership positions you may have held.

### **Special Skills**

- This section can be a catch-all for any additional skills you wish to highlight such as computer skills, sign language, etc., for example:
- Languages
  - Spanish: fluent spoken and written
  - Italian: fluent spoken

### **Personal**

- Personal information may be added at your discretion. This list might include hobbies, interests, and other activities that define you personally.