



American University of the Caribbean
School of Medicine

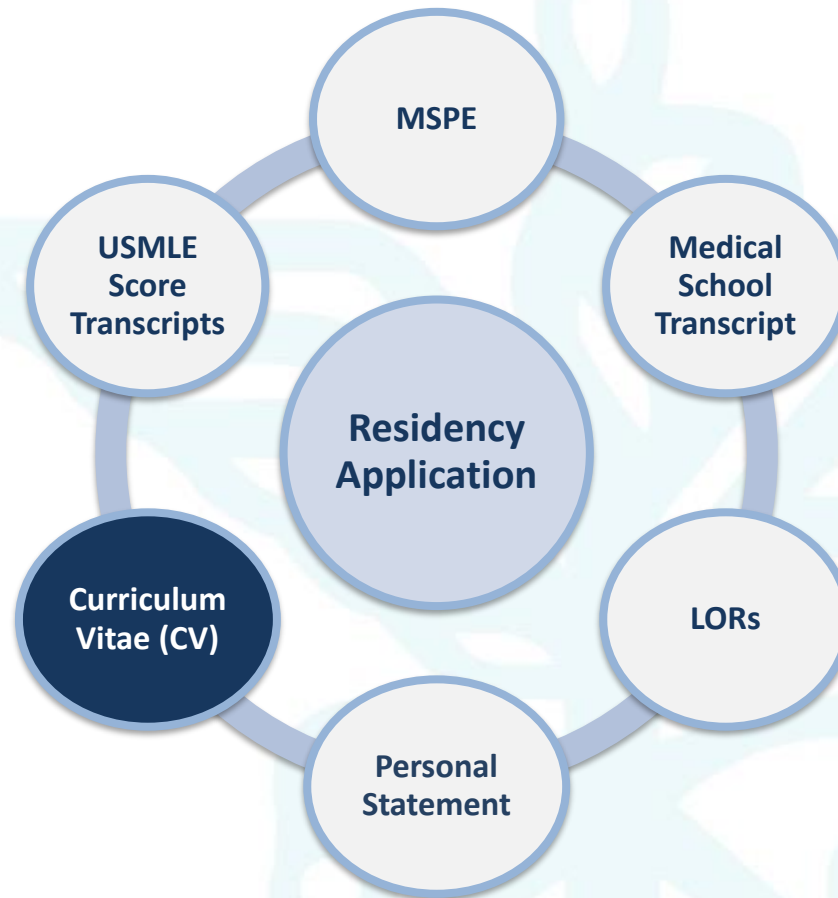
OSPD Match Corner

Office of Student Professional Development

A Guide to Writing Your CV



Residency Application Supporting Documents





CV | Information to Include

- Name
- Contact Information
- Education
- Certifications
- Work History
- Research
- Presentations
- Publications
- Volunteer Experience
- Languages
- Medical School Awards
- Memberships in Honorary/Professional Societies
- Hobbies/Personal Interests



CV | Important Tips to Consider

1-2 pages in length

Use a basic, legible font

Reverse chronological order

Use an active voice

Thoroughly proofread

Use action verbs in
description of duties

Be consistent in style, structure, formatting & punctuation



CV | Things to Avoid

Redundancy

Including clinical rotations that were part of your medical school requirements

Inconsistency
(ex: not being consistent in your punctuation/formatting)

Exaggerating

Grammatical Errors

Including information clearly outlined in another area of your application
(ex: step scores or grades)

Sample CV



American University of the Caribbean
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Link to:
[Sample CV](#)

MARY SMITH

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EDUCATION

American University of the Caribbean, St. Maarten Doctor of Medicine Anticipated May 2014	2010 – Present
University of Florida, Gainesville, Florida Master of Science in Nursing	2009
New York University, New York, New York Bachelor of Science in Nursing	2004

AWARDS

Karl G. Stockhausen Service Award, American University of the Caribbean School of Medicine	2010 – 2011
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TEACHING EXPERIENCE

American University of the Caribbean, St. Maarten Teaching Assistant, Anatomy Demonstrated dissection techniques, prepared mock exams.	2009
University of Florida, Gainesville, Florida Teaching Assistant, Human Biology Proctored exams, administered grades.	2008

RELATED EXPERIENCE

Coral Gables Hospital, Coral Gables, Florida Staff Nurse, PICU Assisted physicians in the Pediatric Intensive Care Unit, monitored patient, acted as a liaison between patients' families and hospital staff.	2007 – 2009
Miami Children's Hospital, Miami, Florida Staff Nurse, Pediatric Oncology Assisted physicians in the Oncology Unit. Administered medication, conducted physical assessments, monitored intake and output.	2005 – 2007
Lenox Hill Hospital, New York, New York Staff Nurse, Pediatric Oncology Assisted physicians in the Oncology Unit. Administered medication, conducted physical assessments, monitored intake and output.	2004 – 2005

COMMUNITY SERVICE

American Medical Women's Association, American University of the Caribbean Port-Au-Prince, Haiti Medical mission trip. Volunteered at a local clinic after the January 2010 earthquake.	2010
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PUBLICATIONS AND PAPERS

PTSD in Pediatric Leukemia Patients: A Cross-Cultural Study Research on patients from different cultures reactions to surviving Pediatric Leukemia.	In Progress
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CV | Additional Resources

AAFP

[How to Write a CV](#)

[Preparing Your Curriculum Vitae](#)

AAMC

ACP

[How to Write a CV Tips for Physicians and Medical Students](#)



Student Services | Stay Connected

Office of Student Professional Development (OSPD)

Department Email: ospd@aucmed.edu | Department Phone: 305-446-0600, option 6

Students and graduates can [schedule an appointment](#) to discuss the residency application process and match strategy with an OSPD Advisor.

Office of Clinical Student Services (OCSS)

Department Email: advisors@aucmed.edu or coordinators@aucmed.edu

Department Phone: 305-446-0600, option 4

Office of the Registrar

Department Email: aucregistrar@aucmed.edu

Department Phone: 305-446-0600, option 5