



American University of the Caribbean
School of Medicine

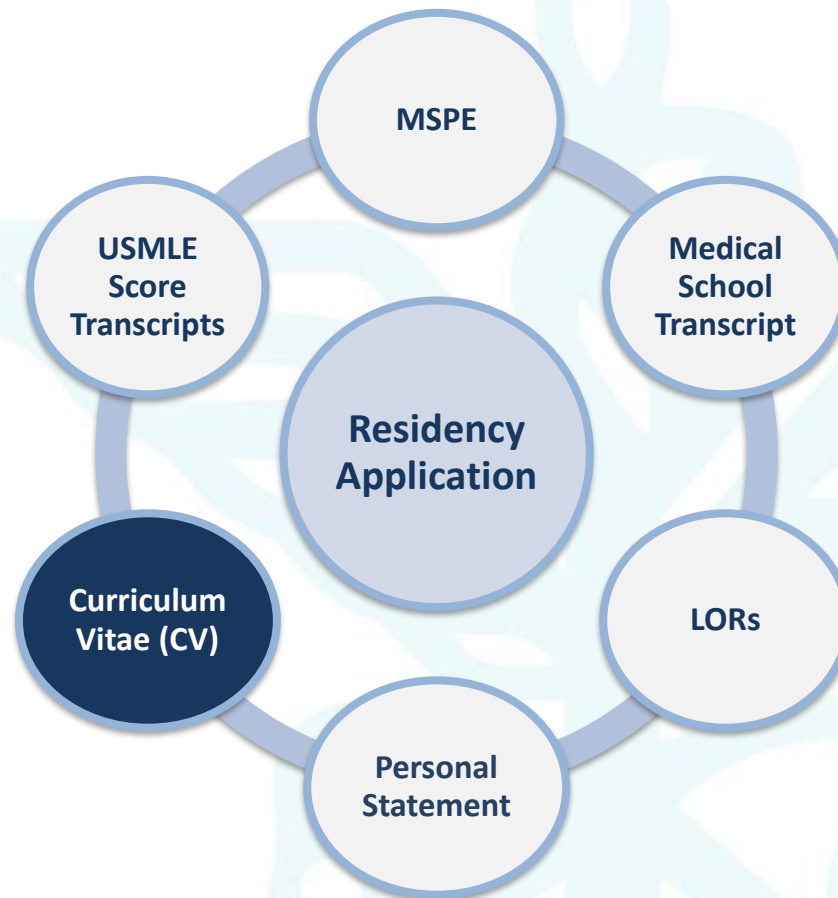
OCA Match Corner

Office of Career Advisement

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
School of Medicine

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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ERAS Applicant Worksheet

- Your CV in ERAS will be generated from a form you will complete as part of your application.
- A sample of the form can be found [here](#).

The image shows a sample of the ERAS Applicant Worksheet form. The form is titled "ERAS Applicant Worksheet" and includes the AAMC logo. It contains several sections with input fields for personal and contact information. Required fields are highlighted in red. The sections are: AAMC Account Information, Basic Information, Address, Current Mailing Address, and Permanent Address.

ERAS Applicant Worksheet

This worksheet may be printed and used to begin completing your MyERAS application offline.
All required fields are highlighted in red and marked with an asterisk.
Please note: Some of these fields are required only in certain circumstances.

AAMC Account Information

First Name* Sex*
Middle Name Email*
Last Name* Birth Date*
Suffix I authorize the release of my birth date to programs ☐

Basic Information

Previous Last Name Preferred Phone*
Preferred Name Mobile Phone
Alternate Phone
Fax
Pager

Address

Current Mailing Address

Address 1*
Address 2
Country*
State (Required for U.S. & Canadian addresses)
City*
Postal Code
Is your permanent address the same as your current mailing address? ☐ Yes ☐ No

Permanent Address

Address 1
Address 2
Country
State
City
Postal Code
Phone



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](#)