

**SAMPLE CV FOR RESIDENCY APPLICATION**

**MARY SMITH**

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**EDUCATION**

American University of the Caribbean, St. Maarten  
**Doctor of Medicine** **2010 – Present**  
Anticipated May 2014

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**

**TEACHING EXPERIENCE**

American University of the Caribbean, St. Maarten  
**Teaching Assistant, Anatomy** **2009**  
Demonstrated dissection techniques, prepared mock exams.

University of Florida, Gainesville, Florida  
**Teaching Assistant, Human Biology** **2008**  
Proctored exams, administered grades.

**RELATED EXPERIENCE**

Coral Gables Hospital, Coral Gables, Florida  
**Staff Nurse, PICU** **2007 – 2009**  
Assisted physicians in the Pediatric Intensive Care Unit, monitored patient, acted as a liaison between patients’ families and hospital staff.

Miami Children’s Hospital, Miami, Florida  
**Staff Nurse, Pediatric Oncology** **2005 – 2007**  
Assisted physicians in the Oncology Unit. Administered medication, conducted physical assessments, monitored intake and output.

Lenox Hill Hospital, New York, New York  
**Staff Nurse, Pediatric Oncology** **2004 – 2005**  
Assisted physicians in the Oncology Unit. Administered medication, conducted physical assessments, monitored intake and output.

**COMMUNITY SERVICE**

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

**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

**LANGUAGES**

English – native speaker  
French – fluent  
Spanish – fluent

**MEMBERSHIPS**

American Association of Pediatrics  
American Medical Women's Organization  
American Medical Student Association  
Alpha Omega Phi Honor Society

**TIPS FOR CREATING YOUR CV:**

- Should only be 1-2 pages. Do not try to take up space with lengthy descriptions of activities in medical school and college. Most readers will see right through it.
- Microsoft Office has numerous templates you can use that are acceptable.
- Use a standard font. Times New Roman, Helvetica, Courier New, Arial, and Calibri are all acceptable.
- Under education, only include college, graduate school, and medical school.
- Work experience should be relevant to your medical career. These include but are not limited to EMT, research, and nursing.
- Do not include that you got an honor or “H” grade in a course under honors and awards. Not only is that not the kind of honor they are referring to, the honors grade will appear on your transcript. Honors and awards that should be mentioned include community service awards, academic awards, research grants, etc.
- Community service projects include medical missions, community action day, AMSA sponsored community health screenings.
- Research that you are presently working on can be listed as “in progress.” Research that has been published, accepted for publication, or pending publication should be cited in APA style.
- Only list languages that you can hold a conversation in. You never know when you will be quizzed.
- Do not list hobbies and interests unless you have something really unique. Everyone likes to read, eat, travel, and watch movies. DO NOT list those. If you happen to be a concert pianist, competitive archer, former college football player, or published novelist, those are acceptable.
- Check your spelling, grammar and punctuation. Check it again. Have somebody else check it. Check it again. And then send it to us for editing.
- St. Maarten is no longer part of the Netherlands Antilles, so do not put N.A. after St. Maarten. Also, make sure that you spell it St. Maarten. NOT St. Marteen or St. Martin. Furthermore, AUC is not in Coral Gables.
- You do not need to put references. You also do not need to include personal data such as marital status or number of children.
- Remember that these are guidelines. Everybody is different. Please feel free to contact us if you have specific questions. You can email [opsd@aucmed.edu](mailto:opsd@aucmed.edu) .

**Helpful links:**

[http://www.acponline.org/medical\\_students/residency/borg.htm](http://www.acponline.org/medical_students/residency/borg.htm)

<http://www.mcw.edu/medicalschoo/studentaffairs/Residency-Match-Process/Curriculum-Vitae-Samples.htm>

<http://webcampus.drexelmed.edu/cdc/medCV.asp>