



Idaho College of Osteopathic Medicine

## Medical Student CV Template

This template is designed to assist in creating your academic CV. For individual assistance and feedback, please contact Caitlyn Frakes at [cfrakes@idahocom.org](mailto:cfrakes@idahocom.org) or (208) 795-4344.

### General CV Guidelines

- Arial or Calibri font
- 11-12 font size
- Increased font size and **bold** name
- .5-1" page margins
- Use reverse chronological order throughout (most recent first)

### Jane Doe

City, State, Zip  
Phone  
Email

### Education

Idaho College of Osteopathic Medicine, Meridian, ID  
Doctor of Osteopathic Medicine, anticipated May 20XX  
Gold Humanism Honor Society and/or Sigma Sigma Phi (if applicable)

Undergraduate Institution, City, State Abbrev.  
Degree (Include academic honors and list as: Bachelor of Science, *summa cum laude*, Biology)  
Minor (if applicable)

- List anticipated dates immediately after the degree
- List dates from completed degrees right aligned

20XX - 20XX

- Include any notable study abroad experience
- Include honor societies
- Do NOT include high school related information

## Honors and Awards

### Award, Sponsor, Date

- List academic honors (e.g. Deans List) and memberships (e.g. Phi Beta Kappa). Repeat Latin honors listed in the Education section
- List merit based scholarships and fellowships. Optional: include a **brief** annotation summarizing the award and/or criteria
- List all professional awards including travel awards and research presentation awards
- If there are substantial awards from both undergrad and medical school, consider creating subheadings:

#### Medical School

Award, Sponsor, Date

#### Undergrad

Award, Sponsor, Date

## Research Experience

Institution, Department, City, State Abbrev., Dates

Advisor: First & Last Name, Degree(s), Title (e.g. Assistant Professor)

- Avoid dense blocks of text. Instead, create bullet list to describe the research performed and any notable accomplishments
- If the research culminated in a presentation and/or publication, list these in a separate section
- If this experience includes basic research that did not result in a publication, provide a very brief overview of the lab's focus as well as the projects you were exposed to, the specific duties performed and techniques/skills acquired. However, it is not necessary to list every single research technique
- **Avoid dense blocks of text.** Try to limit summaries for each research experience to 2-3 lines

## Publications

Provide the full citation: Authors (**your name**) (20XX) Manuscript title. Journal. Vol/Issue: pages

- Include all peer-reviewed publications. If not published, indicate In Press, Under Review or In Prep at the end of the citation where appropriate
- Split into groups (e.g. abstracts, manuscripts, etc), with the most current first

## **Presentations**

Provide full citation: Authors (**bold/underline** your name) (20XX) Title. Conference/Meeting, Location (Poster) or (Oral)

## **Leadership Experience**

Group/Organization, Role, Dates

- Highlight notable service activities and key deliverables, leadership roles held, recognition of achievements. Include best approximate of service hours for activities that involved substantial time commitments.

Include:

- Institution leadership roles and/or service activities during medical school and/or prior academic institution including student associations, clubs, committees, etc. (e.g. ICOM Student Council, Medicine-Pediatrics Interest Group, Student Advisory Board Member, etc.)
- Leadership roles and/or service activities through professional associations (e.g. American Medical Association, Latino Medical Student Organization, Student National Medical

## **Volunteer Experience**

Organization, Location, Dates/Approx. # of Hours

- Include all volunteer services performed at various community-based and non-profit organizations including clinics, food banks/shelters, religious organizations and schools as well as special events (e.g. Special Olympics, medical support to races, etc.)

## **Teaching Experience\* (omit if none)**

Institution/Organization, Role, Dates

- Include all teaching experience including formal classroom instruction (e.g. lectures, teaching assistant, ESL courses, CPR Instruction, etc.) as well as informal activities (e.g. mentoring, unpaid tutoring)

**\* If Teaching, Leadership and Volunteer experiences are limited, consider combining all of these experiences into a single section titled Volunteer Activities**

## **Work Experience**

Employer, Job Title, Location, Dates

Provide a **brief** overview of work responsibilities and major achievements

- Include all paid work experience including any part-time jobs held during college as well as experience prior to medical school

## Interests

- Keep this section **brief**
- Include second languages that you are proficient in (e.g. Proficient in Spanish, Fluent in Spanish)
- Include 3-4 activities/hobbies/interests
- If possible, include notable accomplishments from these activities. Examples:
  - Running - finished over 15 marathons across 5 states
  - Backpacking - completed over 100 mile portion of Appalachian Trail