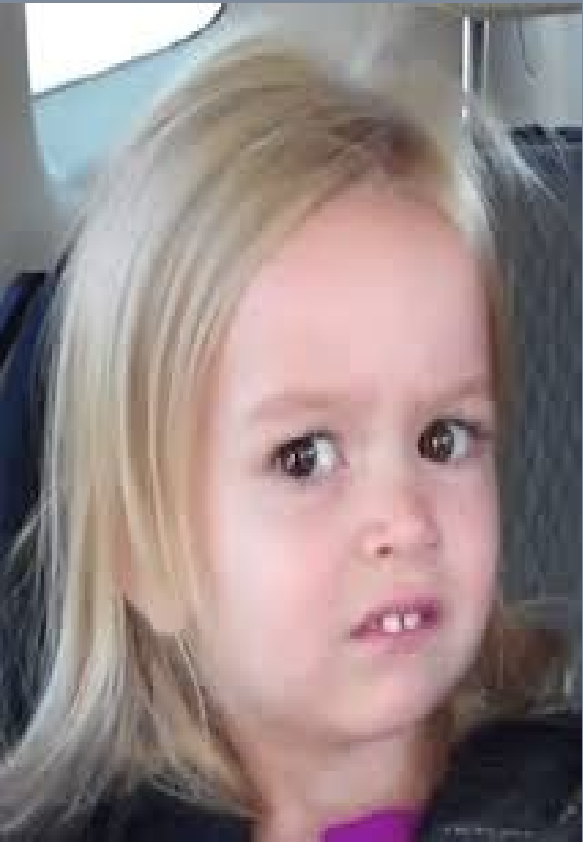


Creating a CV

What, Why, When, and How



Short for the Latin phrase
curriculum vitae meaning
“course of life.”

A detailed document highlighting your
professional and academic history.

- Primary used in academia – including graduate level health professions programs like medical and dental school
- U.K., Ireland, or New Zealand

What is the difference between a resume and a CV?

Short Answer:
Length

Long answer:

- The CV's static in that it's not a document needing to be tailored for different positions in the way a resume is.
- The document *only* changes as your accomplishments grow.
- A resume focuses on experience and a CV focuses on accomplishments.

Why would a BYU student need a CV?

- Applying to a graduate-level health professions program (Medical, Dental, Physician Assistant, Optometry, Podiatry, Occupational Therapy, Physical Therapy, etc.)
- Applying to Law school
- Applying to other graduate level programs in academia, research, or science fields.
- Applying to jobs internationally

What types of information should be shared on a CV?

Education: name, location, degree and date from all institutions attended

Leadership: participation in student organizations, events, projects, or experience abroad

Scholarships, Honors and Awards: include cum laude, magna cum laude, summa cum laude, awards (including service awards), scholarships, etc.

Relevant work experience: listed in reverse chronological order

Research: indicate the institution, department, principal investigator or supervisor, brief title of the research project, your role, and dates of participation

Publications: include all published articles on which you are an author or co-author; bold your name

Presentations: include all relevant presentations (verbal, poster, paper) at conferences, specialty association meetings, etc.

Service: leadership and volunteer activities

Interests: other skills such as foreign language, pilot's license, etc. and hobbies

Professional Memberships

Font:

- 12-18 point font for name (the largest font size you use)
- 12-14 point font for headings
- 10-12 point font for text
- sans-serif fonts read most easily (those lacking flourishes on the letters)
- pick one font and use it throughout

Format:

- be consistent and concise
- include a page number and name header on all pages

Paper

- use white/off-white 24-lb paper
- Printing/typesetting: use a laser printer for best resolution

Other Tips:

- Proofread
- Avoid using first person (“I,” “my”)
- Avoid placing dates on the left margin to avoid emphasis on the date as opposed to the activity
- Keep CV current

Do not include:

SSN, age, gender, race, religion, political affiliation, marital/parental status, disability, national origin, reason for leaving current position or salary history.

The BEST resource for creating a CV for medical school/residency

<https://students-residents.aamc.org/training-residency-fellowship/article/preparing-your-curriculum-vitae/>

- Editable CV Template
 - Tips and Tricks
- Creating a Teaching Portfolio

Other good resources

<https://www.indeed.com/career-advice/resumes-cover-letters/cv-format-guide>

<https://www.uwmedicine.org/education/md-program/current-students/student-affairs/career-advising/year-4-get-residency/curriculum-vitae>

<https://gradschool.cornell.edu/academic-progress/pathways-to-success/prepare-for-your-career/take-action/resumes-and-cvs/>