

WRITING YOUR CURRICULUM VITAE

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NEW YORK INSTITUTE
OF TECHNOLOGY

College of Osteopathic
Medicine

SAMPLE CV

I will email this to you next week!

NAME

Street Address
Town, State Zip

Telephone Number
E-Mail@NYIT.edu

EDUCATION

NYIT College of Osteopathic Medicine (NYITCOM) Old Westbury, NY
Doctor of Osteopathic Medicine (D.O.), anticipated May 2026

Other Higher Education Institution Town, State
Degree Type (M.A., M.S., M.B.A., M.P.H.), Major, Graduation Date

Undergraduate Institution Town, State
Degree Type (B.A., B.S., B.B.A.), Major, May 2022

HONORS *

Departmental Honors for Senior Thesis, 2022
Dean's List, 2018 - 2022

Psi Chi Psychology Honors Society, 2020

*Do not list any honors associated with course work (those are part of your transcript)

RESEARCH EXPERIENCE

Institution / Department Town, State
Position (i.e. Research Assistant) Start - End Dates
Mentor: Name and Degree
Project Title:

- Brief description of project (start each with a strong action verb)

NYITCOM Old Westbury, NY
Research Fellow - Department of Osteopathic Manipulative Medicine Start - End Dates
Mentor: John E. Medical, D.O.
Project Title: "Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

Research Assistant - Department of Anatomy Start - End Dates
Mentor: John E. Medical, D.O.
Project Title: "Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

PUBLICATIONS *

Last, First, Middle Initial of authors as listed in the paper. Underline your name.
Article Title, Journal Name, Publication Date; Vol (Issue): Pages.

*May include abstracts and papers, which are:

- > "In Preparation for Publication" (you are an author)
- > "Submitted for Publication" (paper has been submitted)
- > "In Press" (paper has been accepted for publication)

Medical, John E., Your Name, Doe, J. "Effects of ... on ..." Journal of the American Osteopathic Association. August 9, 2019; Vol. 315 (Issue 2): pp. 230 - 243.

PRESENTATIONS

Name of Conference / Workshop / Meeting, Presentation Title, (if 'placed', list here), Date, Town, State
American Osteopathic Association Poster Competition, Title of presentation, October 3, 2022, Orlando, FL

WORK / INTERNSHIP EXPERIENCE

Company Town, State

Job Title Start - End Dates

- Responsibilities (start each description with a strong action verb)

Binghamton University Binghamton, NY

Resident Assistant September 2020 - August 2021

- Supervised student living and developed educational programs on diversity, relationships, and academics.

Park Slope Volunteer Ambulance Corps Brooklyn, NY

Crew Chief, EMT-B and Dispatcher January - June 2020

- Collaborated with dispatch to coordinate quality patient care and provide on-site leadership in crisis situations.

TEACHING / TUTORING EXPERIENCE

Institution Town, State

Title - Course Name Start - End Dates

- Responsibilities (start each description with a strong action verb)

Binghamton University Binghamton, NY

Tutor - Introduction to Anatomy August 2021 - May 2022

- Tutored second year students in their anatomy course.

CO-CURRICULAR / VOLUNTEER EXPERIENCE

Organization or Institution Town, State

Title Start - End Dates

- Responsibilities (start each description with a strong action verb)

NYITCOM Old Westbury, NY

Volunteer - Rock Steady Boxing October 2022 - Present

- Support patients with Parkinson's disease during boxing class designed to reduce symptom severity.

South Nassau Communities Hospital Health Fair Oceanside, NY

Volunteer November 2021

- Performed blood pressure measurements and consulted patients regarding blood pressure reading.

PROFESSIONAL ORGANIZATIONS

Student Osteopathic Medical Association

American Academy of Family Physicians

American Osteopathic Association (all students should include this, as you are a member starting in year one)

CERTIFICATION / HEALTH-RELATED LICENSES*

Emergency Medical Technician - Basic (EMT-B), 2021

*Continue to add certifications as you complete them throughout medical school (i.e. ACLS, OSHA, HIPAA, etc.)

LANGUAGE SKILLS*

Fluent: Spanish

Conversational: French

Basic Knowledge: Hindi

*Include only languages other than English

INTERESTS

Reading, Hiking, Scuba Diving, Cello

CURRICULUM VITAE:

THE COURSE OF ONE'S LIFE

CURRICULUM VITAE (CV)

= 'RESUME' FOR A MEDICAL STUDENT

A CURRICULUM VITAE (CV) IS A COMPLETE, YET CONCISE, SUMMARY OF YOUR EDUCATION, CO-CURRICULAR, WORK, AND OTHER RELEVANT EXPERIENCES, AWARDS, AND ACCOMPLISHMENTS. (AVERAGES 1 - 2 PAGES IN LENGTH BUT CAN BE LONGER DEPENDING UPON EXPERIENCE).

EXPERIENCES DO NOT HAVE TO BE MEDICALLY RELATED (THAT IS ONLY FOR THE MSPE).

CONTINUALLY UPDATE YOUR CV THROUGHOUT YOUR FOUR YEARS IN MEDICAL SCHOOL.

CURRICULUM VITAE

PURPOSE

- ❑ SUMMER RESEARCH OPPORTUNITIES
- ❑ NYITCOM'S ACADEMIC SCHOLARS PROGRAM
- ❑ SCHOLARSHIPS (I.E. AOF GOLDEN TICKET SCHOLARSHIP)
- ❑ SPECIAL AWARDS (I.E. STUDENT DO OF THE YEAR)
- ❑ HONOR SOCIETIES (I.E. GOLD HUMANISM)
- ❑ STUDENT AMBASSADORS PROGRAM (SUBMITTED DURING 1ST YEAR)
- ❑ THIRD YEAR "REGIONAL" HOSPITAL ROTATIONS
(SUBMITTED DURING SECOND YEAR)
- ❑ FOURTH YEAR "AWAY" HOSPITAL ROTATIONS
(SUBMITTED DURING THIRD YEAR)
- ❑ BACKGROUND INFORMATION FOR RESIDENCY APPLICATION "LETTER OF
RECOMMENDATION" WRITERS
- ❑ RESIDENCY INTERVIEWS

FORMAT

- **USE MS WORD, BUT NO 'PRE-FORMATTED' 'TEMPLATES' OR 'TEXT' BOXES!**
- **ORGANIZE EACH SECTION IN REVERSE CHRONOLOGICAL ORDER - MOST RECENT FIRST (DATES CAN FOLLOW YOUR JOB TITLE):**

Crouse Hospital Syracuse, NY

Patient Care Aide / Transporter (Emergency Department) March 2019 - December 2020

- Assisted physicians and nurses with basic clinical tasks
 - Transported patients and lab samples to different areas in the hospital
-
- **FORMAT SHOULD BE CONSISTENT THROUGHOUT:**
 - **USE COMMON FONTS** (TIMES, ARIEL, GARAMOND, CALIBRI, CAMBRIA)
 - **USE BOLD, ITALICS, CAPS, AND BULLETS**
 - **HEADINGS SHOULD BE CONSISTENT IN STYLE, SIZE, AND FORMATTING**
 - **NO ABBREVIATIONS** i.e. AOCR = American Osteopathic College of Radiology
 - **INCLUDE NAME (AND PAGE #) ON EVERY PAGE** i.e. SMITH P. 2

FORMAT

- **MAKE IT CLEAR, CONCISE AND EASY TO READ!**
 - *IF A WORD OR PHRASE DOES NOT 'ADD' ANYTHING SUBSTANTIVE, TAKE IT OUT! DO NOT USE VAGUE WORDS SUCH AS "VARIOUS", "SEVERAL" AND "ETC." AND AVOID REPETITION OF WORDS AND PHRASES.*
- **AVOID UNNECESSARY AND IRRELEVANT EXPERIENCES.**
 - *HOWEVER, IF THE EXPERIENCE FILLS IN A TIME GAP, IT SHOULD BE INCLUDED.*
- **USE STRONG, DESCRIPTIVE ACTION WORDS (IN THE CORRECT TENSE):**
TRIAGED, SUTURED, RESEARCHED, INVESTIGATED, MEASURED, MONITORED, RECORDED, DOCUMENTED, COMMUNICATED, PRESENTED, LED, COLLABORATED, TAUGHT, INSTRUCTED, EDUCATED, CONDUCTED, FACILITATED, PROVIDED, OUTREACHED

KNOW YOUR CV!

IMPORTANT SECTIONS

■ NAME AND CONTACT INFORMATION

- **NAME (CAP, BOLD AND IN LARGER FONT)**
 - **USE YOUR NAME AS IT APPEARS ON YOUR MEDICAL SCHOOL CREDENTIALS.**
 - **USE PERMANENT ADDRESS, CELL PHONE #, AND EMAIL ADDRESS.**
 - **BE SURE TO HAVE A PROFESSIONAL VOICE MESSAGE AND EMAIL ADDRESS.**

■ EDUCATION

- **LIST COLLEGES / UNIVERSITIES ATTENDED WITH MOST RECENT FIRST**
 - **INCLUDE MEDICAL SCHOOL, GRADUATE AND UNDERGRADUATE.**
 - **DO NOT INCLUDE HIGH SCHOOL.**
- **INCLUDE NAME OF INSTITUTION, LOCATION, DEGREE, COMPLETION DATE (OR ANTICIPATED DATE) AND MAJOR /MINOR FIELD OF STUDY.**
- **STUDY ABROAD CAN BE INCLUDED.**

NYIT College of Osteopathic Medicine (NYITCOM) Old Westbury, NY
Doctor of Osteopathic Medicine (D.O.), anticipated May 2026

Binghamton University Binghamton, NY
Bachelor of Science (B.S.), Biology, *cum laude*, May 2022
Minor: Chemistry
International: Sydney, Australia (Spring 2021)

IMPORTANT SECTIONS

■ HONORS AND AWARDS

- AWARDS AND / OR SCHOLARSHIPS AND / OR HONOR SOCIETIES RECEIVED DURING MEDICAL SCHOOL AND DURING UNDERGRADUATE AND OTHER PROGRAMS.
- PROVIDE DESCRIPTION OF AWARD, IF NOT OBVIOUS.
- DO NOT INCLUDE FINANCIALLY-BASED SCHOLARSHIPS.
- IF YOU HAVE NUMEROUS HONORS/AWARDS, YOU MAY WANT TO SEPARATE THEM (I.E., UNDERGRADUATE, MEDICAL SCHOOL).

IMPORTANT SECTIONS

- EXPERIENCE (MEDICALLY AND NON-MEDICALLY RELATED)
 - *FOR ALL "EXPERIENCE" SECTIONS*
 - INCLUDE ALL RELEVANT MEDICAL OR SPECIALTY RELATED EXPERIENCES:
 - INCLUDE POSITION TITLE, NAME OF EMPLOYER OR ORGANIZATION, LOCATION (CITY AND STATE OR COUNTRY) AND DATES.
 - BRIEF DESCRIPTION OF MAJOR RESPONSIBILITIES AND ACHIEVEMENTS. IN A BULLET POINT FORMAT USING ACTION WORDS IS IMPORTANT.
 - DO NOT INCLUDE EXPERIENCES THAT ARE PART OF YOUR CURRICULUM
 - INCLUDE BOTH PAID AND UNPAID EXPERIENCES.

IMPORTANT SECTIONS

■ *RESEARCH EXPERIENCE*

- **LIST ALL RESEARCH EXPERIENCE (INCLUDING UNDERGRADUATE):**
 - **THESIS WORK, PAID POSITIONS, SUMMER INTERNSHIPS, ETC.**
 - **WORK DOES NOT HAVE TO BE PUBLISHED FOR THIS SECTION.**
- **INCLUDE YOUR TITLE / ROLE, INSTITUTION, LOCATION, RESEARCH TOPIC OR TITLE, ADVISOR AND DATES.**
- **DESCRIPTION OF PROJECT AND MAJOR RESPONSIBILITIES / SKILLS.**

NYIT College of Osteopathic Medicine: Department of Anatomy Old Westbury, NY

Research Assistant January 2021 - present

Mentor: John E. Medical, D.O.

Project Title: "The Effects of ... on ..."

- Brief description of project (start each description with a strong action verb)

■ *TEACHING / TUTORING EXPERIENCE*

- **LIST ALL EXPERIENCE – INCLUDE GRADE LEVEL AND COURSES**

Binghamton University Binghamton, NY

Tutor January 2018 - May 2019

- Tutored undergraduate students in introductory biology and chemistry

IMPORTANT SECTIONS

■ WORK EXPERIENCE

- **FOCUS ON MAJOR AND MEDICALLY-RELATED EXPERIENCES.**
- **INCLUDE NAME OF EMPLOYER OR ORGANIZATION, POSITION TITLE, LOCATION (CITY, STATE OR COUNTRY), DATES AND BRIEF DESCRIPTION OF MAJOR RESPONSIBILITIES AND ACHIEVEMENTS IN A “BULLET POINT” FORMAT USING ACTION WORDS.**

Park Slope Volunteer Ambulance Corps Brooklyn, NY
Crew Chief, EMT-B and Dispatcher March - December 2021

- Collaborated with dispatch to coordinate quality patient care and provide on site leadership in crisis situations.

■ PUBLICATIONS

- **ANY PUBLISHED ABSTRACT, PAPER OR ARTICLE IN MEDICAL BIBLIOGRAPHIC REFERENCE STYLE (YOUR NAME IN BOLD) WITH PUBLICATION YEAR OR “IN PRESS” IF NOT YET PUBLISHED.**

IMPORTANT SECTIONS

■ PRESENTATIONS

- **LIST RESEARCH, PROFESSIONAL, AND POSTER PRESENTATIONS AT INSTITUTIONS, CONFERENCES, OR SPECIALTY ASSOCIATION MEETINGS.**
- **INCLUDE TITLE OF PRESENTATION, AUTHORS, AUDIENCE, AND OTHER RELEVANT DETAILS.**
- **LIST DATE AND PLACE PRESENTED.**

■ CO-CURRICULAR / VOLUNTEER EXPERIENCE

- **LONG TERM ACTIVITIES, COMMITTEE WORK, COMMUNITY SERVICE PROJECTS, LEADERSHIP EXPERIENCES, AND STUDENT ORGANIZATION INVOLVEMENT.**
- **INCLUDE ACTIVITIES FROM BEFORE MEDICAL SCHOOL, IF NOTEWORTHY.**

NYIT College of Osteopathic Medicine Old Westbury, NY

First Year Representative September 2022 - present

- Liaise between the student government and first year class.

IMPORTANT SECTIONS

- **CERTIFICATION / HEALTH-RELATED LICENSES** (MORE ON SLIDE 15)
 - Emergency Medical Technician-Basic (EMT-B), 2021
 - Advanced Cardiovascular Life Support (ACLS), 2020
 - Health Insurance Portability and Accountability Act (HIPAA), 2019

- **PROFESSIONAL ORGANIZATIONS**
 - Student Osteopathic Medical Association
 - American Academy of Family Physicians
 - American Osteopathic Association
 - (all students should include AOA, as you are a member starting in year one!)*

- **INTERESTS**
 - **OUTSIDE ACTIVITIES AND / OR HOBBIES ABOUT WHICH YOU ARE PASSIONATE AND CAN DISCUSS FLUENTLY DURING AN INTERVIEW.**
(SCUBA DIVING, HIKING, COOKING, CELLO, PHOTOGRAPHY, MARTIAL ARTS, SCRAPBOOKING, CROCHETING, GARDENING, ASTRONOMY, TABLE TENNIS, ETC.)

- **LANGUAGE SKILLS** (OTHER THAN ENGLISH)
 - **BE CAREFUL HOW YOU DESCRIBE LEVEL OF PROFICIENCY:**
ADVANCED / GOOD / FAIR / BASIC

OTHER (POTENTIAL) SECTIONS

If applicable, you can also add:

Translating Osteopathic Understanding into Community Health (TOUCH): (under CO-CURRICULAR / VOLUNTEER EXPERIENCE)

- *Contribute to a variety of community service projects each semester, on and off campus*

GLOBAL HEALTH EXPERIENCE

(NYITCOM's Global Health Certificate Program and/or medical missions abroad)

PROFESSIONAL DEVELOPMENT

(i.e. Summer Preceptorship)

CONFERENCES ATTENDED

(i.e. OMED, Professional Society meetings)

PHYSICIAN-SHADOWING EXPERIENCE

(especially when you participated in hands-on clinical tasks)

LAB SKILLS

(bacterial assays, microscopy, database management, SPSS, etc.)

If applicable, you can include the following under CERTIFICATION:

- Advanced Cardiac Life Support (ACLS)
- Advanced Emergency Medical Technician - Paramedic
- Approved Medication Administration Personnel (AMAP)
- Applied Clinical Epidemiology
- Basic Cardiovascular Life Support (BCLS)
- Board Certified Behavior Analyst (BCBA)
- Bridge the Gap: Medical Interpreter
- CDC Heads Up to Health Care Providers
- Certification Commission for Healthcare Interpreters (CCHI)
- Clinical Coding Specialist (CCS)
- Clinical Documentation Improvement Practitioner (CDIP)
- Clinical Epidemiology
- Clinical Hemodialysis Dialysis Technician (CCHT)
- Clinical Lab Technologist
- Clinical Research Coordinator (CCRC)
- Collaborative Institutional Training Initiative (CITI)
- Counseling on Access to Lethal Means (CALM)
- COVID-19 Contact Tracing
- CPR/AED: Cardiopulmonary Resuscitation and Automatic External Defibrillator
- Credentialed Alcoholism and Substance Abuse Counselor (CASAC-T)
- Diversity, Equity, and Inclusion Certificate
- Educational Commission for Foreign Medical Graduates (ECFMG)
- EKG Technician
- Emergency Medical Technician - Basic (EMT-B)
- Federal Emergency Management Agency (FEMA) Hospital Emergency Response and Disaster Response Training
- FEMA NIMS (National Incident Management System Training)
- Forensic Evaluation of Asylum Seekers & Documentation of Human Rights Abuses
- Global Health Certificate: NYIT
- Green Dot (Sexual Assault/Harassment Bystander Intervention)
- Heads Up to Clinicians: Addressing Concussions in Sports among Kids and Teens
- Health Insurance Portability and Accountability Act (HIPAA)
- Health Education Specialist: National Commission for Health Education Credentialing
- HIV Testing in NYS
- Home Health Aide
- Infection Control and Barrier Precautions
- International Parkinson and Movement Disorder Society - Unified Parkinson's Disease Rating Scale (UPDRS)
- Intramuscular / Subcutaneous Injection Training: NYS DOH
- Intraoperative Neuromonitoring (CNIM)
- IV Therapy
- Lactation Counselor (CLC)
- Lifeguard
- Mandated Reporter: Identification and Reporting of Child Abuse and Maltreatment
- Medical Assistant
- Medical Laboratory Assistant (American Medical Technologists)
- Medical Coding Specialist
- Medical Scribe Professional (CMSP)
- Medication for Addiction Treatment (MAT) Waiver Training
- Melanoma Educator Course
- Melanoma Prevention Ambassador: "Your Skin is In"
- Mental Health First Aid
- N95 Respirator Training and Mask Fit Test
- Naloxone / Narcan Administration Training; NYSDOH Registered Opioid Overdose Program
- National Institute of Health (NIH): Protecting Human Research Participants
- National Institute of Health (NIH): Stroke Scale Certification
- National Registry of Emergency Medical Technicians (NREMT)
- Nonviolent Crisis Intervention
- Nurse Assistant (CNA)
- Nutrition Support Clinician: National Board of Nutrition Support
- Occupational Health and Safety Administration (OSHA) Blood borne Pathogen Training
- Ophthalmic Assistant (COA)
- Ophthalmic Scribe Certification (OSC)
- Pediatric Advanced Life Support (PALS)
- Personal Trainer
- Pharmacist / Pharmacist Technician
- Phlebotomy Technician
- Physician Assistant: Nationally Board Certified
- Professional Association of Diving Instructors (PADI): Rescue Diver
- Question Persuade Refer (QPR): suicide prevention training
- Red Watch Band Training (Alcohol Poisoning Prevention)
- Registered Nurse (RN)
- Registered Diagnostic Sonographer
- Responsible Care & Use of Laboratory Animals
- Safe Space Training
- Screening, Brief Intervention, Referral to Treatment for Substance Abuse (SBIRT)
- Security Guard License
- Sexual Health Leadership Course: American Medical Student Association
- Six Sigma Green Belt
- Spanish for Medical Professionals Course (NYITCOM)
- Stop the Bleed: American College of Surgeons (ACS)
- Strategies for Crisis Intervention and Prevention (SCIP)
- Strength and Conditioning Specialist (CSCS)
- Surgical Technologist, National Board of Surgical Technology & Surgical Assisting
- Tactical Emergency Casualty Care: NAEMT
- Tobacco Treatment Specialist
- Tutor, Level 1: College Reading and Learning Association
- Water Safety Instructor
- Wilderness First Responder (WFR)
- Yoga Teacher Training

COMMON MISTAKES

- USING A 'TEMPLATE' OR 'TEXT BOX' FORMAT.
- OMITTING INFORMATION (DATES, DETAILS)
 - INCLUDE INFORMATION - FROM COLLEGE THROUGH MEDICAL SCHOOL - IN ALL APPLICABLE CATEGORIES (I.E., WORK EXPERIENCE, RESEARCH EXPERIENCE, HONORS, ACTIVITIES, AFFILIATIONS, COMMUNITY SERVICE)
 - THE ONLY REASON TO LEAVE A HEADING OUT IS IF YOU HAVE NOTHING RELATED TO IT. OTHERWISE, "FILL" ALL SECTIONS TO ENSURE IT IS COMPLETE.
- NOT PLACING ITEMS IN *REVERSE* CHRONOLOGICAL ORDER.
- NOT SEPARATING INFORMATION INTO SUB-HEADINGS.
- NOT BEING CONSISTENT IN FORMATTING, FONT STYLE, AND SIZE.
- NOT SPELL-CHECKING AND PROOF-READING TO FIND ERRORS.



Help me to help you...

- *TO THE BEST OF YOUR ABILITY, FORMAT YOUR CV ACCORDING TO THE LAYOUT PROVIDED!*
- *PLEASE DO NOT SEND ME YOUR CV UNTIL IT RESEMBLES WHAT WAS PRESENTED TODAY. THIS WILL MAXIMIZE MY “EDITING TIME” TO ENSURE THAT ALL STUDENTS’ CVS ARE PERFECTED. THANK YOU!*

 EMAIL YOUR CV IN WORD BY FRIDAY, FEBRUARY 24 TO:

jvivia01@nyit.edu