

General Guidelines for CVs

1. Use the [template](#). It will eliminate a lot of appearance/spacing problems and will guide you in how to order your information effectively.
2. You are not applying for a job as a graphic designer. Your goal with your CV is to present your unique qualifications in a clean, easy to scan, immediately understandable way to people who are reviewing (they are scanning—not reading) hundreds of CVs.
3. Education is always first. BUT...Do not put your USMLE scores on your CV. Do not list your rotations on your CV. Do not list your high school dates on your CV. At this point in your career, your life began with your undergrad degree.
4. For research work, volunteer activities, and professional activities, identify your role, the organization, and the location. For research work, identify the principal investigator as well. Look at the template and sample CV for examples.
5. For volunteer and professional activities, focus primarily on what you've done in medical school. It's OK to include a few things from college but be selective. You don't want a page of college activities on your residency application CV.
6. Under entries for research work, volunteer activities, and professional activities, use bullet statements to explain/highlight your duties/contributions. If you wrote a paper and it wasn't accepted, you can create a research entry to give yourself credit for the work, but don't mention the rejected paper – focus on the work itself.
7. All bullet statements should begin with verbs.
8. Do not use bullets to provide explanatory information about projects, supervisors, or coworkers. Use bullets for your duties/contributions.
9. Do not write narrative paragraphs. No one will read them.
10. Do not use abbreviations. In every section of the CV, spell out the names of professional societies; spell out UQ; spell out QLD; spell out OMSA. Abbreviations raise questions. Remember, your goal is no questions and immediate understanding on the reviewer's part.
11. In every section of your CV, order entries in reverse chronological order. Most recent goes first.
12. Abstracts are not peer-reviewed publications. Even if an abstract is published in a proceedings book or journal, it's not a "publication." Put abstracts in the Abstracts section. The Publications section is for peer-reviewed articles that have been accepted by a journal and/or book chapters that have been accepted.
13. Do not list submitted papers on your CV. Submitted doesn't count. A paper only counts once it's accepted.

14. If a paper has been accepted but not yet published, it does count. Here's how to cite it (in this example, June 2018 is the acceptance date):
Deichmann RE, Alder L, Seoane L, Pinsky WW, **Denton GD**. Initial match rates of an innovative international partnership: the Ochsner Clinical School experience. *Ochsner J*. June 2018. In press.
15. Format citations AND abstract/presentation entries correctly and **consistently**. Both the template and the sample CV show examples of citations and abstract/presentation entries. Do not enclose titles in quotation marks. Do not set titles in italics. Do not use periods in author names. Inconsistency in formatting is an emphatic indicator that you do not pay attention to detail.
16. Do not use italics, boldface, or other text enhancements other than the boldface that appears in the template. The one exception: bold your name in author lists.
17. If you include work experience, it should generally go near the end of the CV unless your work was highly relevant to your medical career.
18. If you have language skills other than English, include them.
19. Use the two-letter postal abbreviations for states (ie, LA, TX, CA).
20. Report dates consistently. Don't switch between 3 vs 4 letters for months (ie, Dec vs July), periods vs no periods (ie, Dec. vs Dec), hyphens vs en dashes (ie, 2020–2022 vs 2020-2022).