

Curriculum Vitae/ Résumé

Your CV is the first thing a potential employer will see about you. It needs to look professional, be concise and easy to read. Always have someone else proofread your CV. We recommend white paper and a simple font. Be sure that there are no time gaps. Here is some critical information that should be included.

Recommended CV / Résumé Format:

Name: _____

Home Address:

Office / Hospital Address:

Telephone Home: _____

Other: _____

Current Position: _____

Postgraduate Training: _____

Education: _____

(List universities, training and employment dates in descending order, most recent first)

Certification and Licensure: _____

Professional or Teaching Appointments: _____

Professional Society: _____

Memberships: _____

Awards and Honors: _____

Bibliography: _____

(Presentations / Publications / Abstracts. List in descending order, most recent first. List works in progress.)

Professional References: _____

(List three or four names, addresses and telephone numbers. Consider listing your Program Director, Department Chair and a Colleague.)