

THE CURRICULUM VITAE

What does that mean?

The *Curriculum Vitae*, Latin for “course of (one’s) life,” is more commonly referred to as a “C.V.” In your C.V. you will give a brief account of your education, experiences, qualifications, and career course.

C.V. or Resume?

A *Curriculum Vitae* appears similar to a resume. The phrase C.V. is used primarily for professionals – doctors, lawyers, Ph.D.’s – and contains more detailed information than a standard resume.

How do I begin?

If you have never pulled together a resume or C.V., use the following checklist as a starting point, and write down the information for each area. Remember to keep your content concise and accurate. This will be brainstorming. You will be striving for eventually editing your document to one page.

- Name, address where you can be contacted quickly, phone number, e-mail address. This usually goes on top, with the name in a slightly larger font than your address (you want your name to stand out).
- Education: graduate, and undergraduate, years attended, degrees earned.
- Research experience (fellowships and/or volunteer, list principle investigators’ name)
- Publications (full citation of publication, so the reader could look it up)
- Honors/awards/scholarships
- Society memberships/leadership experience
- Employment experience (even if not medically related, as this conveys your work ethic and willingness to do non-glamorous jobs)
- Interests outside of medicine (list no more than 3-5 items)

What format should I use?

In the Microsoft Word computer program, there is a resume template, which can help you format your C.V. Usually, information is listed in reverse chronological order, with the most recent experiences listed first under headings. If the fellowship is asking for specific skills, you can use those skills as headings listing your experiences under that heading. On the next page is an example C.V. for a first year medical student. The library also has reference books with example C.V.s.

Max Benson

Education

Northeastern Ohio Medical University

Rootstown, OH 2014-present

- M.D., anticipated graduation May 2020

Kent State University

Kent, OH 2010-2014

- B.S. in Integrated Life Sciences
- Dean's list and President's Scholarship
- Combined B.S./M.D. program with NEOUCOM

Experience

Summer Practicum Research, NEOMED, 2017

- Researched causes of youth drug abuse
- Developed program with group to reduce incidence of drug abuse for grades eight through twelve.
- Presented research to Mock State Assembly.

Activities

- Student National Medical Association
- Ohio State Medical Association – Medical Student Section

Community

Habitat for Humanity

Akron, Ohio 2016-present

- Volunteered doing various house construction tasks

Childhood Cancer Program Buddy

NEOUCOM and Akron Children's Hospital, 2017-present

- Paired with child with cancer, and meet regularly with her and her family.

Interests

Guitar, Fishing, and Cleveland Indians baseball.