

# CV Preparation

BROOK HUBNER, PHD

A few  
questions...

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What is the difference  
between a CV and a resume?

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How long does a PD spend  
on your CV?

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Think of three key elements  
of a CV

# Learning Objectives

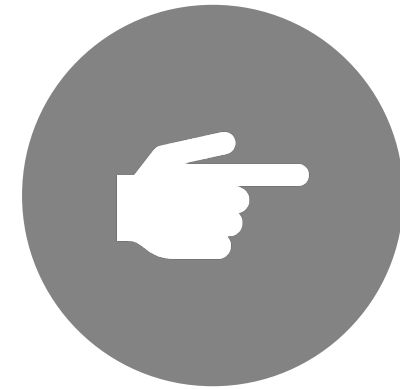
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UNDERSTAND ROLE OF  
CV IN RESIDENCY  
APPLICATION



ANALYZE ELEMENTS  
OF A CV



APPLY STRATEGIES TO  
IMPROVE A CV



**UNDERSTAND ROLE OF CV IN RESIDENCY APPLICATION**



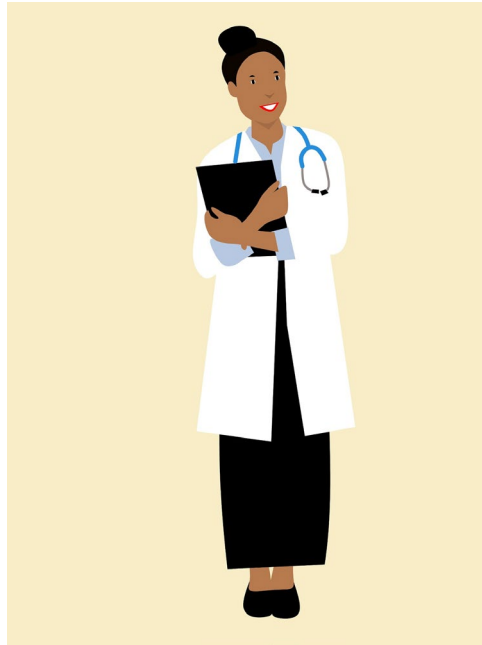
# CV vs Resume

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**CV = curriculum vitae**

**CV:** describes experiences relevant to an academic position

**Resume:** highlights experiences relevant to a particular job

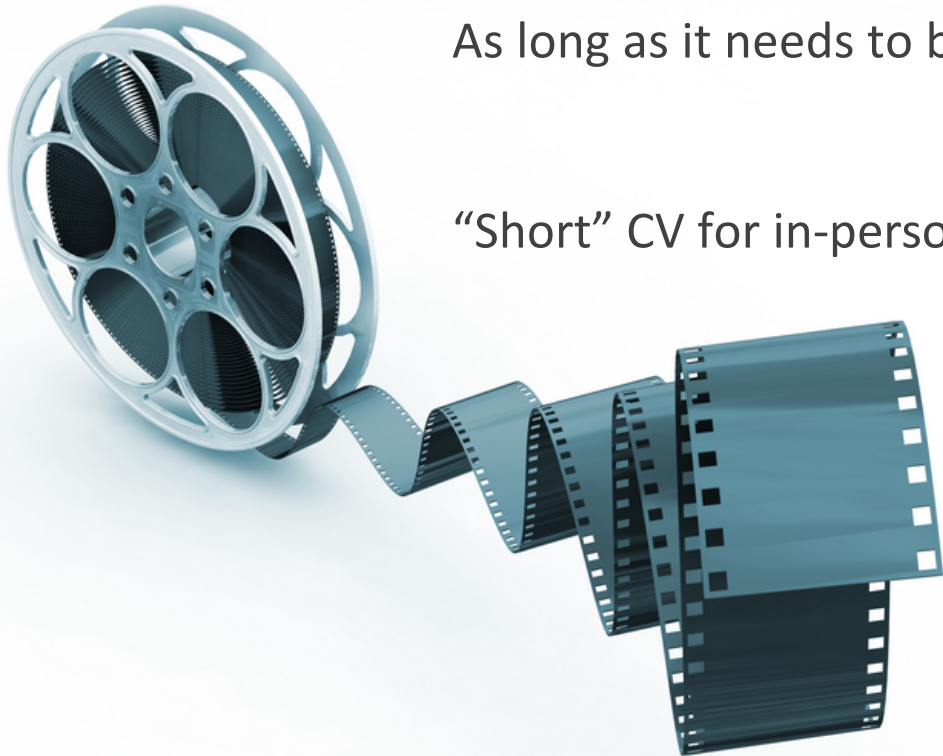


# CV Length

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As long as it needs to be – your professional record

“Short” CV for in-person interviews or other snapshots of your career thus far



# CV vs ERAS Application



## ERAS Tools and Worksheets for Residency Applicants

Guides and worksheets to help residency applicants complete their MyERAS® application.

### Frequently Asked Questions for ERAS Residency Applicants

FAQs will be updated throughout the ERAS 2021 season (June 8, 2020 - May 31, 2021).

### ERAS 2022 Residency Timeline

### Fees for ERAS Residency Applications

### ERAS Residency Applicant Worksheet

ERAS Residency Applicant Worksheet



# ERAS is Different

## Entry 1

Experience Type\*



Organization\*

- Work Experience
- Research Experience
- Volunteer Experience

Position\*

Supervisor

Country\*

State/Province

City\*

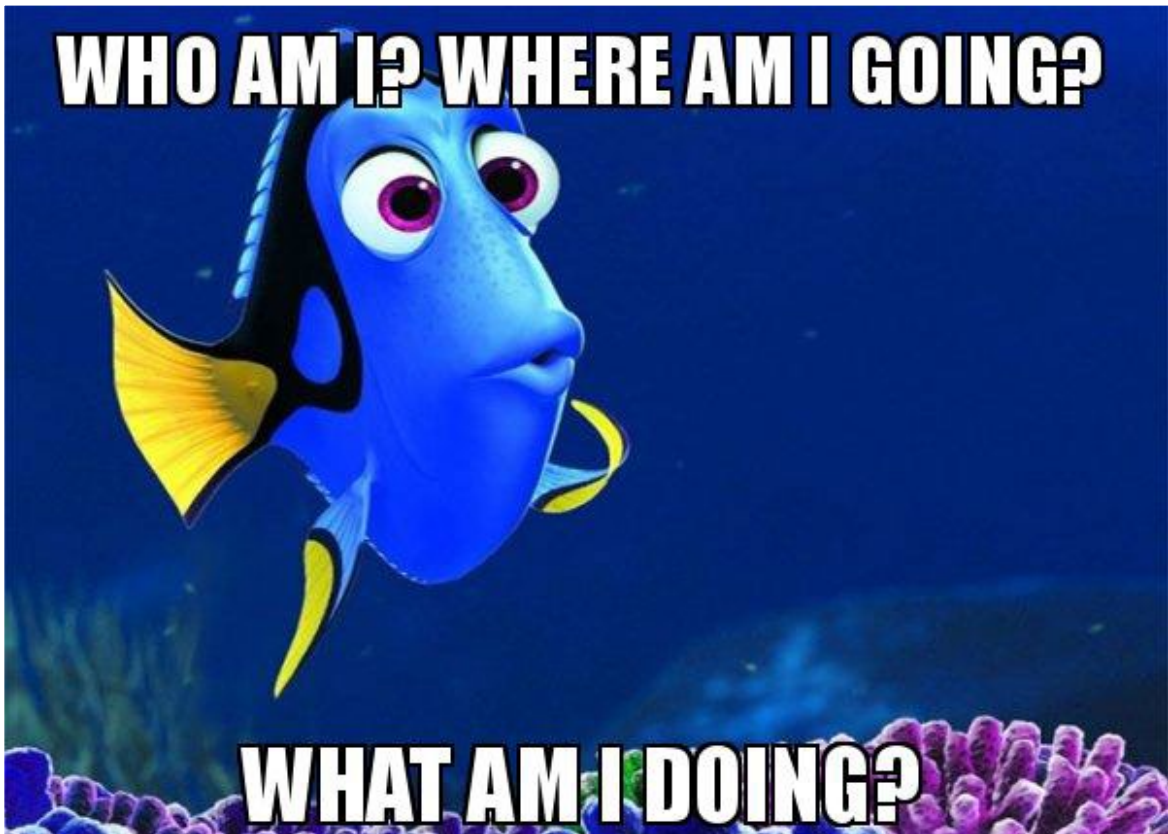
Average Hours/Week

Description:

*1020 Characters Max*



**WHO AM I? WHERE AM I GOING?**



**WHAT AM I DOING?**



# Top 6 Tips for an Effective CV

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1. Separate dates from text to highlight what you did when
2. Reverse chronological order
3. Arrange section headers to highlight YOUR strengths
4. Action verbs for impact
5. Bullets > paragraphs
6. Edit! → help your strengths shine



# Dates: Separated from text & reverse chronological order

- 2018 Primary Investigator, Dept. of Rheumatology, UASOM, Birmingham, AL – Dr. Jeffrey Curtis  
Evaluation of accuracy of consumer-grade wearable-device data use in longitudinal patient health assessment.
- 2015-2017 Primary Investigator, Dept. of Rheumatology, UASOM, Birmingham, AL – Dr. Jeffrey Curtis  
Distributed standardized examinations to clinic patients and analyzed responses, assessing modality efficacy in translation of clinical knowledge. Performed data-mining of Twitter feeds regarding drug advertisement perception, eliciting feedback from patient's perspective.
- 2015-2017 Primary Investigator, Dept. of Emergency Medicine, Children's of Alabama, Birmingham, AL – Dr. Michelle Nichols  
Data collection and analysis of resident patient-per-hour stratification by PGY.
- 2009-2012 Primary Investigator, Dept. of Chemical Engineering, Auburn University, Auburn, Alabama  
Analysis and characterization of carbon nanotube-based bucky-papers by pore size distribution.



# Section Headers: What's Your Story?

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Research

Leadership

Teaching

Service

Extracurriculars



Leadership & Teaching

Teaching & Service

Community Service

# Action Verbs & Active Voice

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Use action verbs to highlight achievements & experiences

Discovered  
Examined  
Investigated  
Founded  
Organized  
Developed  
Mentored  
Transformed  
Led



## **Avoid Passive Voice**

- was responsible
- data were collected

# Keep it Clean: Bullets > Paragraphs

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**President, STEM Connect, Birmingham, AL**

2015-2016

Organized a service learning project to support high school seniors applying to college, and increase awareness of health professions; mentored and built relationships with students

2015-2016

**President, STEM Connect, Birmingham, AL**

- Led a mentoring program to support educationally underserved high school seniors applying to college
- Developed workshops to promote opportunities in health professions

# Edit: Make yourself **SHINE**

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- 2014 – 2016 ***Volunteer and Grant Coordinator***, Equal Access Birmingham (EAB), Birmingham, AL  
Equal Access Birmingham is a free student-run clinic that serves underserved populations in the Birmingham Area. Its dual mission is to provide quality interdisciplinary healthcare services whilst affording students unique medical education opportunities.
- *Student volunteer (2014 – 2016)*  
Took H&Ps and helped to connect patients with resources in the community
  - *Grants Coordinator (2015 – 2016)*  
Assisted with the drafting and submission of the Community Foundation of Greater Birmingham Grant that led to an award of \$10,000 to be used for laboratory equipment and associated products.

# Edit: Make yourself **SHINE**

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- 2014-2016 Volunteer, Equal Access Birmingham, Birmingham, AL  
- Provided preventative care and wellness screenings for uninsured and underinsured patients
- 2015-2016 Grants Coordinator, Equal Access Birmingham, Birmingham, AL  
- Co-wrote submission leading to \$10,000 grant supporting our student-run free clinic





CV COMPONENTS



# Biographical & Education Data

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# Personal Identification

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## **Laura E. Parker**

432 Magnolia Avenue  
Huntsville, AL 35801

(256) 456-7890  
[leparker@uab.edu](mailto:leparker@uab.edu)

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## **Jeffrey D. Smith**

2345 Thomas Rd. Apt 123 • Birmingham, AL 35223 • (205) 663- 3434 • [jdsmith@uab.edu](mailto:jdsmith@uab.edu)

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## **Robert J. White**

1234 Williams Road  
Madison, AL 35758  
Ph: 256-325-6789  
Email: [rjwhite@uab.edu](mailto:rjwhite@uab.edu)

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## EDUCATION

- 2016      **University of Alabama School of Medicine, Birmingham, AL**
- Doctor of Medicine, anticipated June 2016
- 2011      **Furman University, Greenville, SC**
- Bachelor of Science, Neuroscience and Spanish

### EDUCATION

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**University of Alabama School of Medicine**  
*M.D. Candidate (expected 2019)*

(2015 –)  
*Birmingham, AL*

**Boston University School of Medicine**  
*M.S. in Medical Sciences*

(2014 – 2015)  
*Boston, MA*

**Wofford College**  
*Bachelor of Science, Finance*

(2009 – 2013)  
*Spartanburg, SC*

Don't include post-grad coursework, community college or anything that was not degree earning

# Then...

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Order in a way that highlights your attributes

Combine elements to tell the story

What is important to your career choice / your professional identity?

# Research

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# Research: Two Separate but Related Sections

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Research Experience

Publications & Presentations

# Research: Give yourself a role

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**Scholarly Activity**, UASOM Department of Neurology, Assessed prevalence of Pseudobulbar Affect in Multiple Sclerosis (MS) patients at UASOM. Distinguished the analysis of the diagnosis of Pseudobulbar Affect and its demarcation from comorbid Major Depressive Disorder in MS patients.

**Research Assistant**, UASOM Department of Neurology  
Assessed the prevalence of Pseudobulbar Affect in multiple sclerosis patients. Distinguished the analysis of the diagnosis of Pseudobulbar Affect and its demarcation from comorbid Major Depressive Disorder.



# Research

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Research experiences  $\neq$  publications/presentations

Research experiences  $\rightarrow$  what you're investigating, examining, analyzing

**UAB Department of Pediatric Surgery, Robert Russell**

March 2017-present

- Quality improvements in imaging strategies for pediatric appendicitis [published]
- Biliary dyskinesia in pediatric populations, a multi-institutional study [submitted]
- Congenital diaphragmatic hernia and hepatopulmonary fistula, a multi-institutional study [submitted]

# Research

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Can separate publications and presentations or combine

Can list publication in process → quality over quantity

## PRESENTATIONS

### **Academic Surgical Congress, 2018**

- “Quality Improvement Initiative in Pediatric Appendicitis”; oral presentation

### **American College of Cardiology, 2018**

- “Severe mitral and left ventricular calcification as a late complication of anomalous pulmonary artery”; poster presentation

## **Publications and Presentations**

### **Journal Articles**

Curtis, J. R., Chen, L., Higginbotham, P., Nowell, W., Ginsberg, S., and Johnson, B. “Comparative effectiveness and safety research a

Higginbotham, P., Murdock, P., Kayatin, M., DeLeon, J., and Johnson, B. “A Novel Approach to the Design of a Nanoscale Energy Storage Device” *Journal of Nano Energy and Power Research*, 2018

### **Poster Presentations**

Nowell, W., Ginsberg, S., Higginbotham, P., Johnson, B., and Curtis, J. “Centered Education and Research Topics in Rheumatology” *USA*.

### **Podium Presentations**

Higginbotham, P., Johnson, B., Fraenkel, L., Curtis, J., and Nowell, W. “A Novel Approach to the Design of a Nanoscale Energy Storage Device” *USA*.

# Research Do's and Don'ts

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## Do

Include research experiences even if no publication resulted

Include experiences, presentations & publications from college

Include oral presentation if you're an author but didn't present

**Use a standard citation format**

## Don't

List the title of a publication as your research experience

Include publication info in research experience section

List the identical presentation multiple times (international>national>regional>state>local)

Include planned publications

# Research

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Make sure you can answer questions about the research!



# Pro Tip

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Endoscopic ultrasound–guided fine needle aspiration biopsy of patients with suspected pancreatic cancer: diagnostic accuracy and acute and 30-day complications

..., D Jhala, DC Chhieng, N Jhala, SM **Vickers**... - The American journal of ..., 2003 - Elsevier

Objectives The aims of this study were to evaluate the diagnostic accuracy of endoscopic ultrasound–guided fine needle aspiration (EUS-FNA) in patients with suspected pancreatic cancer, and to assess immediate, acute, and 30-day complications related to EUS-FNA ...

☆  Cited by 405 [Related articles](#) [All 18 versions](#)



An overhead view of two bakery staff members, a woman and a man, both wearing dark aprons over white shirts. They are standing behind a counter filled with various breads and pastries. The man is holding a tablet computer and pointing at the screen, while the woman looks on. The counter displays several wooden trays containing different types of bread, including croissants, baguettes, and sandwiches. In the background, shelves are stocked with more breads. The scene is brightly lit, and the overall atmosphere is professional and focused.

# Employment

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# Employment

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Non-traditional student with extensive work experience? Include but consider curating

Yes, your college job as a server at Chile's IS important

Detailed explanations are not needed but help the reader understand your problem-solving skills, work ethic, humility....

When a customer asks how my day is going so far...



# Employment

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In ERAS, teaching is considered work experience

Paid short-term research should go in Research Experience section

Do not need to include “paid” in experience description





# Service, Volunteer, Extracurricular

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# Service & Volunteer

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What was important about what you did?

- 2016 – 2017 Founder, Palliative Care Interest Group, University of Alabama School of Medicine  
What would you care about if you were a PD?
- Founded student organization promoting palliative care career interests
  - developed learning sessions and collaborated with faculty to share experiences
- 2016 – 2017 Founder, Palliative Care Interest Group, University of Alabama School of Medicine  
and provide mentorship to students
- o - The palliative care interest group is a student organization focused on sharing information about palliative care careers and promoting interest in the career path
  - o - Organized meetings, distributed flyers, identified guest speakers and workshops for MS1s and MS2s interested in learning more about a career in palliative care

# Service & Volunteer

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Exclude pre-med experiences unless significant, longitudinal, aligned with “your story”

Describe YOUR role rather than what the organization does

Give context instead of specifics

Volunteered with after-school tutoring program in Greensboro, AL

→ tutored underserved elementary students in rural Alabama

# Service & Volunteer

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ERAS will ask for start/end dates & hours

- Consider grouping multiple short-term experiences under one “community outreach” header
- Estimate hours or include in description

2019 – 2020 Volunteer, Community Outreach Programs, University of Alabama School of Medicine  
- provided patient education and health screenings at multiple, day-long health fairs

# Professional Memberships

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Join your discipline's professional organization  
(look for student memberships)

Changed interests? Don't include an org that  
might distract / confuse



# Common Pitfalls: Honors & Award Overload

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2015	UAMAA Endowed Scholarship
2014	Richard Devore Carter Scholarship
2014	Stephen J. Kelly M.D. Memorial Scholarship
2014	Phi Kappa Phi Honor Society
2014	Outstanding Chemistry Student Departmental Award
2011-2014	Dean's List Troy University
2011-2014	Baptist Health Foundation Scholarships
2013	Outstanding Biology Student Departmental Award
2010-2014	Chancellors Scholarship to Troy University

## **Awards and Honors**

<b>UASOM</b>	CCTS Summer Research Internship (2015)
<b>LM SSC</b>	The President's Volunteer Service Award (2014, 2013), High-Five Award (Apr, Dec. <u>2013</u> , <u>Dec. 2012</u> )
<b>Auburn</b>	<u>Auburn</u> University Graduation with Honors (2012), Auburn University Research Sigma Xi Award (2011), 2012 Regional <u>AIChE</u> Conference 3 <sup>rd</sup> Place Podium Competition



# Common Pitfalls: Not being strategic

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## Research and Occupational Experience

- 2018 Primary Investigator, Dept. of Rheumatology, UASOM, Birmingham, AL – Dr. Jeffrey Curtis  
Evaluation of accuracy of consumer-grade wearable-device data use in longitudinal patient health assessment.
- 2015-2017 Primary Investigator, Dept. of Rheumatology, UASOM, Birmingham, AL – Dr. Jeffrey Curtis  
Distributed standardized examinations to clinic patients and analyzed responses, assessing modality efficacy in translation of clinical knowledge. Performed data-mining of Twitter feeds regarding drug advertisement perception, eliciting feedback from patient's perspective.
- 2015-2017 Primary Investigator, Dept. of Emergency Medicine, Children's of Alabama, Birmingham, AL – Dr. Michelle Nichols  
Data collection and analysis of resident patient-per-hour stratification by PGY.
- 2012-2014 Systems Engineer Asc., Lockheed Martin Space Systems Company, Huntsville, AL  
Terminal High Altitude Area Response (THAAD) missile interceptor engagement footprint design and analysis. Threat prediction, modeling and performance effectiveness.
- 2009-2012 Primary Investigator, Dept. of Chemical Engineering, Auburn University, Auburn, Alabama  
Analysis and characterization of carbon nanotube-based bucky-papers by pore size distribution.

# Common Pitfalls: Honors & Awards

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## ▲ HONORS and AWARDS

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### Blue Cross Blue Shield of Alabama Scholarship Program HONORS and AWARDS

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#### Blue Cross Blue Shield of Alabama Scholarship

One of six students selected for demonstrated interest in primary care career path

#### Smith Foundation Medical Scholarship

Partial tuition scholarship awarded to one applicant annually for outstanding community engagement



# Honors / Awards: ERAS

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Medical School  
Awards:  
*510 Characters Max*



Other Awards/  
Accomplishments:  
*510 Characters Max*



# Common Pitfalls: Not Curating Your Hobby List (or not including hobbies at all)

## **HOBBIES AND OUTSIDE INTEREST**

Kayaking, sports, cooking, and travel

Church, golfing, tennis, woodworking, construction, metallurgy, programming languages, electronic automation.

Cooking gourmet meals and recipe development, fostering for local animal shelter, painting and crafting, Running 5Ks and 10Ks, backpacking/camping, mountain climbing, indoor rock climbing (top roping and bouldering), photography, gardening

Acapalla singing; acoustic and electric guitar; self-taught folk banjo and mandolin  
collect classic rock vinyl records and antique novels

science fiction; Twitch.tv; programming; guitar

We'd love to hire you, but your spelling mistakes and poor grammar show you're not as "detail-oriented" as you claim.

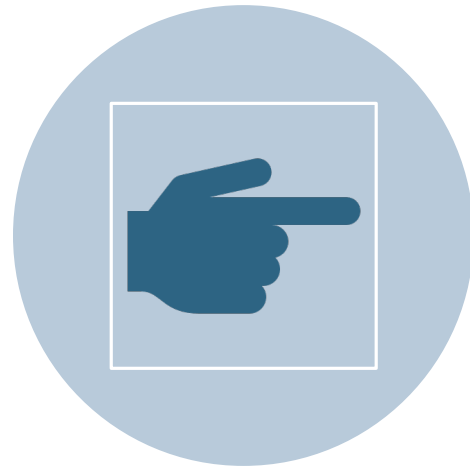
Sorry.

som<sup>ee</sup>cards  
user card



## **HOBBIES AND OUTSIDE INTEREST**

Kayaking, sports, cooking, and travel



**APPLY STRATEGIES TO  
IMPROVE A CV**



2016 – 2017

Medical student researcher, Dr. Sameer Naranje, UAB Department of Orthopaedic Surgery, Birmingham, AL

- assisted a large team led by Orthopedic Surgery faculty in researching the association between orthopedic clinic no-show rates and patient characteristics, appointment times, and provider subspecialty. My responsibilities including drafting the methods section of the manuscript and manuscript review. Our work is submitted to the Journal of Healthcare Management and resulted in an abstract presentation at the 2018 Annual Meeting of the American Academic of Orthopaedic Surgeons and the 2017 University of Alabama student research day.

- **East Lake After School Program**, Co-Founder, Vice President  
Volunteer organization serving children in the East Lake community of Birmingham, AL

2017 – 2018

Academic tutor, University of Alabama School of Medicine, Medical Student Services

I work individually with other medical students who need assistance in strategies for studying and test taking. I also conduct specific content reviews for large group tutoring.

10/2015 - Present

UAB Admissions Committee, Birmingham, AL, United States

Application Review and Interviewer, Christina Grabowski PhD

**Average Hours/Week: 5**

Review/rank 10 medical school applications per month. Attend 2-3 "multiple mini interview" sessions (~20 candidates/session) every 6 months.