

---

## Preparing Your Credentials for Residency Matching

### Curriculum Vitae

1. **Personal Information**
  - a. Full name, address, telephone and pager number, E-mail address
  - b. Date of birth, marital/parental status (optional)
  - c. Unwise to include social security number, licensure number, exam score
2. **Post secondary educational history**
  - a. Degree earned, year awarded, name of university granting degree, location of university
  - b. List all degrees in reverse chronological order (most recent first).
3. **Relevant experience**
  - a. Both paid and voluntary
  - b. List all experiences in reverse chronological order. Include tutoring or teaching experience
  - c. Sequence of listing: position, employer, city, state, dates of employment (month, year)
  - d. List experiences that are medically related or show breadth of your training, skill and experience
4. **Honors and rewards**
  - a. List all honors and awards received during college or medical school
  - b. Include scholarships, Dean's list, Who's Who In," etc.
5. **Membership in professional organizations**
  - a. List the names of all organizations
  - b. Include offices held, if any
  - c. Include dates of membership
6. **Publications/Presentations**
  - a. List any articles you have published
  - b. List professional presentations done
  - c. Local resource, regional, national professional conferences
  - d. Include title, place, date
7. **Extracurricular Activities/Talents**
  - a. Second language fluency
  - b. Certifications
  - c. Computer skills
  - d. Special projects
  - e. Volunteer activities

### Guidelines

- CV should give the reader a concise, neat accurate summary of your academic and extracurricular activities.
- Do not include detailed explanation of your employment, extracurricular activities, etc.
- Do not include special projects, service, etc.
- You may include USMLE Step 1 result.
- Emphasize your strength
- Be consistent
- Maintain visual balance