

Jane Smith

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EDUCATION

University of California, San Francisco (UCSF)

D.D.S.

Expected 20xx

Carmel College (CC)

B.S. Biology

00/20xx

- 4.0 GPA

DENTAL EXPERIENCE

Name of Organization, City, State Abbreviation

00/20xx – Present

City, State Abbreviation - not necessary if location is already in the name of the organization (e.g., UCSF)

Title / Preceptor: Name and Degree of preceptor

- Provide a description of your responsibilities. Start with a strong active verb and consider using the ACE formula
- Include relevant skills and the impact your work had to show RDs' how you could contribute to their team
- To add more depth to your clinical experiences, consider adding the following points of descriptive text:
 - Setting (e.g., community clinic, hospital, nonprofit)
 - Patient populations (e.g., culturally diverse patients, Spanish speaking patients)
 - Clinical issues (e.g., issues related to diabetes, women's health, hypertension)
 - Clinical skills and responsibilities (e.g., triage, assessment, counseling)
 - Teams you were working with (e.g., consulting with social workers, collaborating with nurses and doctors)

Dr. Perry and Don's Periodontic Partnership, San Francisco, CA

00/20xx – 00/20xx

Dental Assistant

- Increased productivity by preparing dental equipment and assisting chairside for procedures such as alveoloplasty, osseous surgeries, gum grafts, implants, and other periodontal procedures
- Communicated with diverse patients regarding their comprehensive periodontal treatment plan in order to answer questions and facilitate informed patient decision-making
- Coordinated with patients and dentists to efficiently schedule appointments and follow-up

Oral & Maxillofacial Surgeon, San Francisco Office of Dr. Jan Plath, Oral Surgery

00/20xx – 00/20xx

Dental Assistant

- Directly involved in patient care preparation for procedures, assisting, and post-operative care
- Assisted with surgeries such as sinus and ridge augmentations, implant placements, extractions, biopsies, and soft tissue manipulation.

DENTAL RESEARCH

Institution, Name of Department, Title

00/20xx – 00/20xx

City, State Abbreviation - not necessary if location is already in the name of the organization, e.g. UCSF

Advisor: Name and Degree of Advisor/PI

Study: Title of Study

- Provide an overview of the project focus
- Include the main responsibilities related to the research
- Briefly describe the outcomes resulting from your research (manuscript in preparation, poster presentation, etc.)

UCSF School of Dentistry, Research Associate

00/20xx – 00/20xx

PI: Don Perio, DDS

Study: Assessing Vaping as a Risk Factor for Peri-Implantitis

- Compared the incidence of peri-implantitis among smokers, non-smokers, and e-cigarette users in order to assess vaping as a risk factor for implant failure
- Recruited study participants, co-developed the study design, and conducted the quantitative analysis
- Abstract accepted for the American Academy of Periodontology - Annual Meeting 20xx

UCSF School of Dentistry, Research Assistant

00/20xx – 00/20xx

PI: Molly Smythe, DDS

Study: Assessing Literacy & Understanding of Dental Terminology Among ESL Adults

- Collaborated on a research project focused on determining English literacy of foreign language speaking community in San Francisco
- Developed an assessment questionnaire for the subjects to determine their ability to understand and translate common dental terminology
- Coauthored an abstract and a poster at a regional conference showcasing the results of the study

LEADERSHIP AND SERVICE

Periodontal Student Club, UCSF School of Dentistry

00/20xx – 00/20xx

President

- Directed school-wide events such as resident case presentations, suturing events for 30+ students, lunch and learns, and study groups aimed to enhance student knowledge and interest in periodontics
- Organized and increased club meetings to review recent papers, journals, and articles
- Collaborated with the UCSF periodontal director to improve the predoctoral periodontal curriculum via additional lectures and lunch and learns for the class

UCSF Dental Association

00/20xx – 00/20xx

Mentorship Chair

- Expanded the mentorship program for over 50 pre-dental post-baccalaureate students of Bay Area universities
- Enhanced pre-doctoral student education by creating multiple simulation lab tutorials, as well as application and mock interview workshops for dental school application process

UCSF Dental Association

00/20xx – 00/20xx

Class Representative

- Directed outreach events and provided dental screenings and oral hygiene education to over 100 children
- Planned and executed a Pre-dental Conference to over 300 student attendees, aimed to increase pre-dental student interest in the dental field and knowledge about the dental education process
- Gave lectures and conducted an anatomy introductory workshop

UCSF Dental Clinic

00/20xx – 00/20xx

Volunteer

- Collaborated with colleagues to present dental education and oral hygiene instructions to the unhoused community of San Francisco
- Provided free dental treatment for the unhoused population, including comprehensive exams, deep cleanings, restorative work, dentures, and extractions
- Conducted treatment planning and coordinated scheduling with providers in order to ensure timely access to care

UCSF School of Dentistry Admissions Committee

00/20xx – 00/20xx

Interviewer

- Interviewed prospective dental students and provided input and recommendations regarding their admission
- Provided guidance on school culture and dental school curriculum to candidates at "Getting to Know UCSF" Day

PRESENTATIONS AND PUBLICATIONS

Use APA citation format. There are various free citation generators online.

Flossington, C., **Smith, J.**, Temporo M., Mandilloo, S.; Teethly, S. (20xx). Place Title of Publication Here. Place Name of Journal Here, 00(0), 0-00.

AWARDS

Student of the Year Award, UCSF School of Dentistry, San Francisco, CA	20xx
UCSF Lime Scholarship, UCSF School of Dentistry, San Francisco, CA	20xx
Learner Success Outreach, UCSF School of Dentistry, San Francisco, CA	20xx

LICENSURE AND CERTIFICATIONS

American Heart Association Basic Life Support (CPR and AED)	00/20xx
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SKILLS

- **Language:** Fluent in Spanish – utilized in clinical settings
- **Technology:** EPIC, Microsoft, R Program