

The Curriculum Vitae, Dissected.

Mark Twain

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EDUCATION

University of California, San Francisco, School of Dentistry *San Francisco, CA.*

- Doctor of Dental Surgery expected June, 0000; Bachelor of Dental Sciences Received June 00000;
- Part I National Board Score = **95 Average**

University of Missouri, *Florida, MO.*

- Bachelor of Sciences in Biology, June 0000

RESEARCH/ENDODONTICS EXPERIENCE

- **UCSF Department of Endodontics** (1/00 – present); **Mentor:** *Dr. Samuel Clemens*
-**Study:** Purpose of study is to evaluate ..give one-two lines of text about the study here.
- **UCSF Department of Preventive and Restorative Dental Sciences** (6/00– 3/00);
Mentor: *Dr. Tom Sawyer*
-**First Author:** “Title of the Article here”; completed independent study under the supervision of Dr. Sawyer—wrote proposal and protocol, carried out all trials, completed statistical analysis, and presented results
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Mentor: *Dr. P. Pauper*
-**Study:** “Name of the Study Here” – ran trials, statistical analysis, helped write abstract

PUBLICATIONS & PRESENTATIONS

Publications:

- **Twain, M,** Connecticut, A, Yankee, B. Name of Article Here. Name of Journal Here 0000;00 (Spec IssA):0000
- **Twain, M,** King A, Arthur, C. Name of Abstract Here. UCSF Research Day: Abstract #1, May 0000.
- **UCSF School of Dentistry Newspaper** – “Touch n’ Heat Column” (Winter ‘00)
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Presentations:

- **Huck Fellowship Presentation** – Oral presentation of laser study to UCSF Faculty, PF’s, and judges (9/00)
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-Post presentation: “Name of Poster Here” (3/00)
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- **UCSF Endodontics Literature Review Course** – Presented literature review of studies on Area of Research here to a group of students and Postgraduate faculty (4/00)

PROFESSIONAL/UNIVERSITY LEADERSHIP EXPERIENCE

- **Class President, UCSF School of Dentistry.** (0000-0) – in addition to standard duties, worked diligently with faculty to help increase clinical production; resulted in the highest producing 3rd year class in many years at UCSF
- **Student Coordinator, Endodontics Lit Review Course** – organized presenters for the once-a-week class (Spring ‘00)
- **Committee Member, USCF Dental Professional Development Committee** – one of founders of committee; in conjunction with UCSF Career Center, organized and hosted various events at which all Department Directors, Chief Residents, and the Dean of the Dental School, spoke to students about dental specialty fields
- **Community Service Coordinator, UCSF School of Dentistry** –reached the goal of our class conducting one service project per quarter, resulting in class cohesiveness and made service important part of class identity (2/00-6/00)
- **2nd Year Student Coordinator, Innocents School Service Project** – organized team of 40 dental students to travel to Innocents High School in San Francisco at which over 200 high school students, who had recently immigrated from foreign countries, were screened, taught oral hygiene, and given toothbrushes and floss (10/00)

WHAT MAKES A CV EXCELLENT?

Most Residency CVs are 2 pages long, and chronicle 3 things. Your:

1. **Academic training** (undergrad and graduate school)
2. **Professional skills** (clinical, research, teaching, leadership, management experience, etc.)
3. **Outcomes** (honors & awards, publications, etc.)

Excellent CVs are logically organized, give details about your range of experience and are formatted for easy reading.

CVs are written to be read 3 times:

1. **First, skimming the Section Headings,**
2. **Second, reading the bolded job titles or organizations,**
3. **Third, reading the descriptive text.**

1. THE FIRST READ

A. Create a “Skeleton” made up of **Section Heading:** sections with descriptive headings

B. The first time, readers usually just skim the Headings/Section Titles. So choose headings that illuminate your range of experience. For example, Rather than just say:

- Education
- Work Experience
- Activities

Mark uses headings he knows will interest the Residency Director. His CV’s skeleton (or outline) is:

- **Education**
- **Research/Endo Experience**
- **Publications & Presentations**
- **Professional/University Leadership**
- **University Service**
- **Public Health Related Community Service**
- **Teaching Experience**
- **Languages**
- **Honors & Awards**

Look at the other samples to view other possible section titles.

UNIVERSITY SERVICE

- **Master of Ceremony** – 3 major events with students and faculty: “*Clinical Blue Gown Ceremony*”, “*Residency Lecture Series*”, and “*What I Wish Someone had Told Me*” (0000-0)
- **Interdisciplinary Student Committee** – developed collaborative clinical education days for students (1/00)
- **Honor Code Committee** – with faculty, helped reform student honor code (11/00)
- **Give the School a Smile Organizing Committee**, *UCSF School of Dentistry Comedy Show* – wrote, directed, and acted in comedy skits (2/00)
- **Film Director/Writer** – 4 films: “Dental Research”, “Searching for the Right Dental Career”, “A Typical Week of a UCSF Post-Graduate Resident”, and “One Step at A Time: Studying for Part 1 of the National Boards” (0000-0)
- **Captain**, *UCSF Dental School’s Rugby Team* – (0000 and 0000)

PUBLIC HEALTH RELATED COMMUNITY SERVICE

- **Co-Director**, “**USCF and Stanford Students Famine Relief Benefit**” – co-chaired and Master of Ceremony of benefit by hundreds of UCSF and Stanford University students; raised \$15,000 for 0000 Famine victims (1/00)
- **Co-Director**, “**UCSF Immunization Benefit**” – co-chaired benefit involving hundreds of students, faculty, friends, and alumni from UCSF; raised and donated \$7,000 to charities that promote immunizations to vulnerable populations (10/00)
- **Coordinator/Provider/Spanish Interpreter**, “**UCSF Give the Kids a Smile Day**” – organized team of 70 volunteers to screen, place sealants, refer, and educate over 400 of underserved children and parents (2/00 and 4/00)
- **Provider**, *Community Dental Clinic* – provided free dental care to the San Francisco homeless community (8/00, 11/00)

TEACHING EXPERIENCE

- **NBDE-Prep Course Teacher** – taught course to second year dental school class to prepare them to take National Board Dental Exam Part I; also privately tutored some students who needed individual help (2/00)
- **TA Preclinical Simulation Lab** – tutored 2nd year dental students in Sim Lab on restorative procedures (Spring ’00)
- **Residency Lecture Series** – educated students on and increased awareness of dental specialties through various large group lectures and small group “break out” discussions; organized and moderated for guest lecturers (0000-present)
- **Private Tutor** – Volunteer tutor for High School students (2/00-present)
- **Director/Language Professor**, *ABC Free Language School* – taught free English classes to over 200 Latin American immigrants in Rockville, MD for 2 years; was placed entirely in charge of school for 1 year (10/00 – 3/00)

LANGUAGES SPOKEN

- **Spanish** – speak, read, and write fluently

AWARDS AND HONORS

Academic:

- **Newburn Fellowship** – NIH-funded research fellowship; to be selected, a student must personally write a grant proposal and research study protocol and submit to a selection committee in competition with other students (’00-00)
- **UCSF National Board Scholar** – awarded for outstanding performance on NBDE Part I (Fall 0000)
- **Honor Roll** – UCSF Dental School (0000)
- **SJSU Academic Scholarship** – Scholarship based on academic performance (’00-’00)
- **Scholar Athlete of the Year** – San Jose State University; awarded to top scholar athlete in the university (0000-0000)
- **Dean’s Scholar** – San Jose State University (0000-0000)

Athletic:

- **Professional Development League (PDL)** – played 1 season in professional minor Rugby league for the *Oakland Kings*, was the leading scorer on the team (summer 0000)
- **Under 23 US Men’s Rugby Olympic Development Program (ODP)**– All-California and All-Western Region Teams; top players in U.S. under 23 years of age selected to train at *US Olympic Development Camp* (summer 0000)
- **Captain of College Rugby Team** – chosen captain of team by coaches and fellow players (0000-0)
- **Most Valuable Player Award** – Division I Rugby Team (ranked #1 in nation) (’00-00)

2. THE SECOND READ

After you sort your experience into Sections, **bold** the most important information in each Section.

Here the reader can quickly read Mark’s range of university service.

- **Master or Ceremony**
- **Interdisc Student Committee**
- **Honor Code Committee**
- **Give a School a Smile**
- **Film Director/Writer**
- **Captain**

Use **bold**, italics, caps to highlight your most important information.

3. THE THIRD READ

After highlighting titles or organizations, fill in descriptive text.

This text highlights your range of experience and outcomes. For example, at the Give a Kids a Smile Day, Mark details the number of volunteers (70), his clinical experience/tasks (screening, placing sealants, referring and educating), and the populations he served (pediatric and adult).

This way the Residency Director gets a sense of what was accomplished. Share between 1-5 bullets or lines of for each experience.

4. FINAL FORMATTING

- .5-1 inch margins
- 10-12 font
- Name & page # on each page.
- **Consider putting 1.5-2 spaces between sections. It makes it easier for the reader to distinguish sections.**
- **Feature the different sections by bolding, capitalizing and/or underlining the headings, and/or making them one font size larger**
- **Indent the text in each section to make it easier for the reader’s eye.**

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