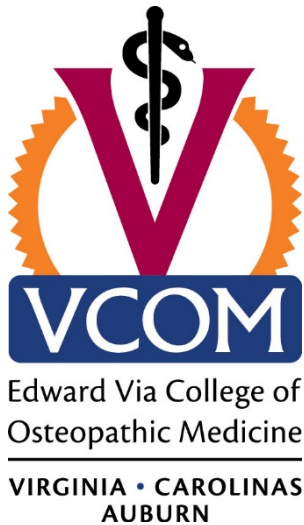# Building Your Portfolio for Residency –
The MSPE and Curriculum Vitae

A Presentation for OMS-1 and OMS-2 Students

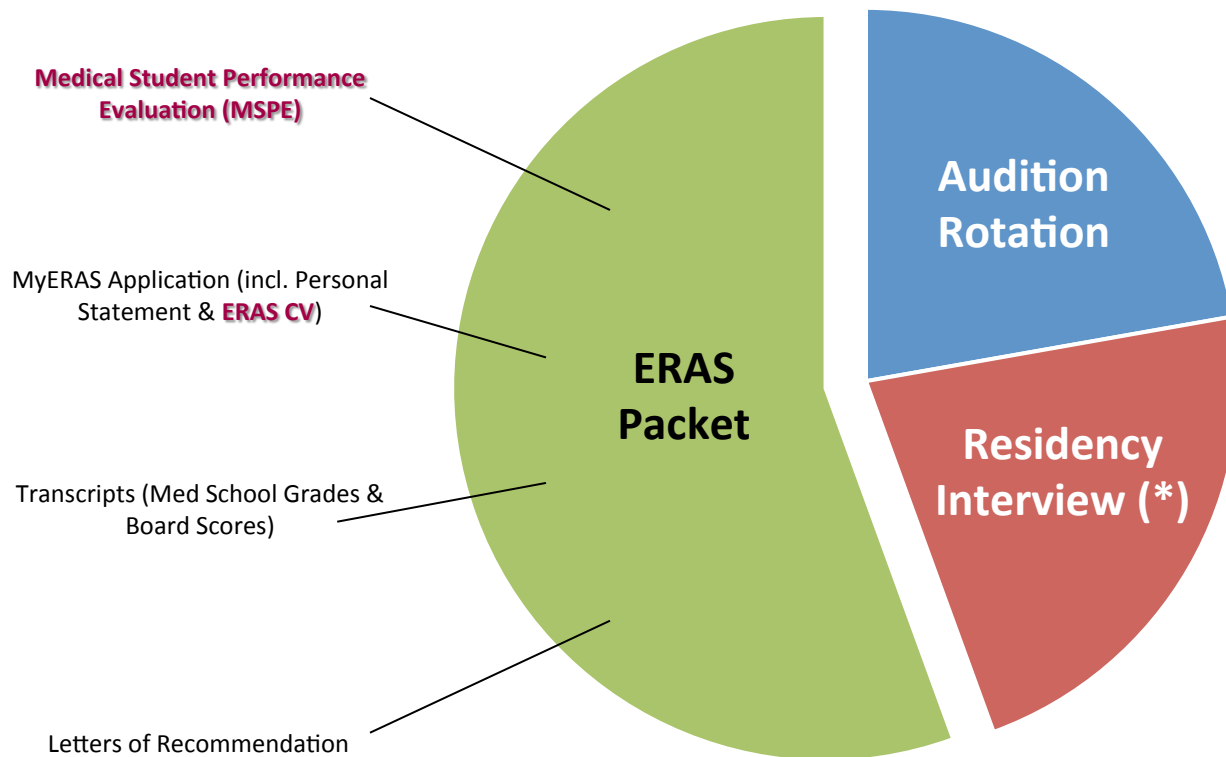**September 16, 2015**

Michael C. Tobin, D.O., M.B.A.

Associate Dean for Postgraduate Affairs

VCOM - Carolinas

VCOM

Edward Via College of
Osteopathic Medicine

VIRGINIA · CAROLINAS
AUBURN

Agenda

- **Part I - The MSPE or "Dean's Letter"**

- **Part II – The Two "Residency CVs": the Formal CV and the ERAS CV**

- **Part III – Some "DOs" and "DON'Ts" for CVs**

- **Part IV – CV Support Resources and Summary**

Tip #1 –
What DO Residency Program Directors Look At When Choosing Their Entering Residency Classes?

Audition Rotation

Residency Interview (*)

ERAS Packet

Medical Student Performance Evaluation (MSPE)

MyERAS Application (incl. Personal Statement & **ERAS CV**)

Transcripts (Med School Grades & Board Scores)

Letters of Recommendation

(*) May include review of **Formal CV**

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Tip #2 -

"You begin building your portfolio for residency (i.e., academic performance & professional attributes), in Block 1 of your medical school experience…

….If you wait to start thinking about building your residency portfolio until your 2nd or 3rd Year, you're starting too late!"

It's Not Just Year Three…Early Accomplishments are Important!

Academic Performance

- **Pre-Clinical Grades** ⬢ ⬢

- **Part 1/Step 1 Board Scores** ⬢

- **Clinical Grades** ⬢

Professional Attributes

- **VCOM Outreach** (Mini-Med School, etc.) ⬢ ⬢

- **Volunteer Service** (International Mission Trips, etc.) ⬢ ⬢

- **Presentations, Research and Publications** ⬢ ⬢ ⬢

- **Professional Organization Memberships** ⬢ ⬢ ⬢

- **Leadership** ⬢ ⬢ ⬢

- **Special Honors** (Scholarships, etc.) ⬢ ⬢ ⬢

⬢ = OMS Year

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Part I –

The Medical Student Performance Evaluation (MSPE) or The "Dean's Letter"

# Refresher – Key Components of the ERAS Packet

- **MSPE**

- MyERAS Application (incl. Personal Statement and information for ERAS to generate the **ERAS CV**)

- Letters of Recommendation

- Transcripts (medical school and board scores)

The MSPE ("Dean's Letter")

- The former "Dean's Letter of Evaluation", was changed to the "Medical Student Performance Evaluation" ("MSPE") in 2002; yet the slang term "Dean's Letter" still persists.

- The MSPE is:
  - A document that ensures **consistency** across all medical schools (i.e., there is a recommended standard content)

  - An objective **Evaluation Document**, <u>not</u> a Letter of Recommendation

  - A document that includes evaluation of <u>both</u> **academic performance and professional attributes**

  - A document that describes, in a sequential and narrative format, a student's performance, **as compared to that of his/her peers**, through three full years of medical school (e.g., via rank in class or scattergram)

  - A critically-important **component of a student's application to residency** (i.e., a critical part of the ERAS Packet for each student)

MSPE – Some Basic Concepts
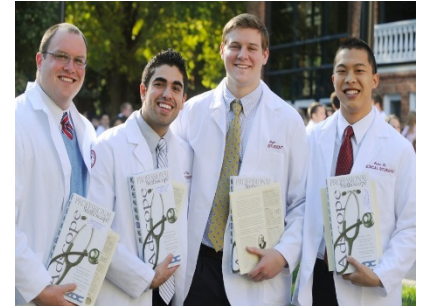
- The MSPE is **NOT** a letter of recommendation; but an **objective evaluation** and **recitation of facts**

- As such, it **may contain negative**, as well as positive, aspects of your performance (examples of this in future slides)

- While every opportunity is taken to advocate for you, **your performance must speak for itself,** based both on what you provide to us and what we have collected as your academic institution.

- The MSPE must be submitted by VCOM to ERAS, no later than **September 25th of your senior year**

- MSPE can only be created upon **completion of all third year core rotations and other requirements** (i.e, delay in creation of the MSPE can delay your consideration for residency)

- The MSPE is the **property of VCOM**, but you can **view your MSPE** in the Registrar's office, once it is complete

The Seven Sections of the MSPE

I. Dean - Summary Comments (incl. unique characteristics)
II. Registrar - Identifying Information, Academic Hx. and GPA (Yrs 1-3)
III. Summary of Student Leadership, Professionalism and Ethics
   – VCOM Outreach
   – Volunteer Service
   – Membership in Professional Organizations
   – Leadership Achievements
   – Honors
   – Research, Publications, Presentations and Patents
IV. Student Services – Summary Statement
V. Associate Dean for Medical Education – Summary Statement
VI. Associate Dean for Clinical Affairs
   – Core Rotation Evaluation Grades and Preceptor Comments
   – Summary Statement
VII. Preclinical Scattergrams (Blocks 1-8 performance comparisons to peers)

Medical Student Performance Evaluation

MSPE Report Summary by the Dean

The Dean's letter at the Edward Via College of Osteopathic Medicine is a comprehensive report of the student's performance while in medical school. This report includes all performance, academics, service and evaluations, good or bad.
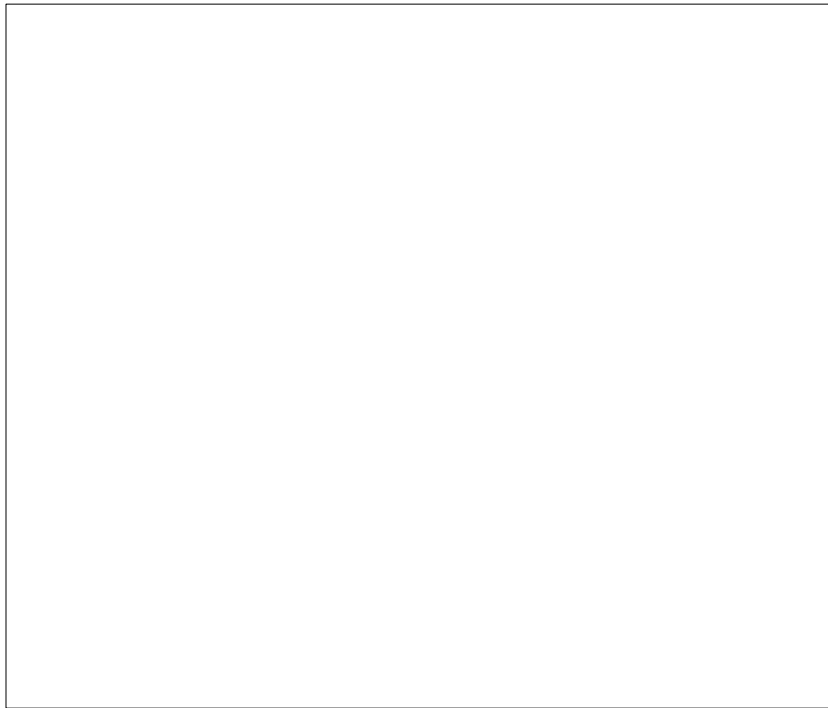
Timothy J. Kowalski, D.O.
Dean, Carolinas Campus

Section I – The Dean's Summary ("Cover Letter")

Includes summary of unique characteristics, preceptor comments and professional attributes.

Section II – Information from the Registrar

Identifying Information from the Registrar

Student's Legal Name:	

Date:	Click here to enter a date.
Medical School:	Via College of Osteopathic Medicine Virg

Anticipated Degree to be Granted to Student:	Doctor of Osteopathic Medicine (D.O.)

Academic History

Date of Matriculation:	Click here to enter a date.
Date of Anticipated Graduation:	Click here to enter a date.
Extensions, Leaves of Absence, or Gaps in Educational Program:	Select
Transfer Student:	Select
Dual/Joint/Combined Degree:	Select / Degree(s):
Repeat/Remediation Required:	Select / List:
Was the student ever on academic probation:	Select

Please note that a transcript is uploaded through ERAS separately. If you are not obtaining information through ERAS you may have the student request a transcript be sent to you.

The student's overall GPA for the preclinical years is 0.00 on a 4.0 scale.

Identifying Information

Objective Evaluation – May include negative performance information

Incl. cum. GPA for preclinical years plus third year end of rotation exams

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Section III – Summary of Student Leadership, Professionalism and Ethics

Student Leadership, Professionalism and Ethics

← **"Professional Attributes"**

VCOM Outreach

> **VCOM Mini-Med School (2014)**

Distinguishing Volunteer Service

> **International Medical Mission Trip - Honduras - (2nd Year)**

Membership in Professional Organizations

> **Student Osteopathic Surgical Association (SOSA)**

Leadership Achievements

> **President - VCOM Carolinas Campus   2014-2015**

Honors

> **Student of the Year Award – Spartanburg Regional Medical Center (3rd Year)**

Research, Publications, Presentations and Patents

> **Smith, John Q., & Jones, A.F. (2015). Advanced Techniques of Cranial Manipulative Therapy. *American Journal of Cranial Manipulation*, 84, 223-228.**

Completed by the Student Services Department

Section IV – Summary Statement of "Professional Attributes"

Assistant Vice President for Student Services

- Involved in a number of student organizations

- Active member of the_____Organization

- Involved in number of volunteer and medical outreach activities

- Demonstrated commitment to becoming an excellent physician

- Proven ability to collaborate with others

- Received the _____ Scholarship

- Well respected

- Student leader

- Student Doctor Still will be an exceptional addition to your program

Focuses on addressing questions Program Directors will ask themselves:

Will this person be a hard-working, diligent resident?

Is this person a team-player, who can work well with our other residents?

What's his/her potential to be a residency leader/ chief resident/ future leader in the specialty?

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Section V – Summary from Associate Dean for Medical Education

Was the student a recipient of any adverse actions by the medical school or its parent institution?	Select

Mark those that apply:

Honor code infraction – minor and resolved.	Repeated honor code infractions – minor and resolved.	Honor code infractions Class II elevated to Behavioral Board, Panel, or Dean.	No honor code infractions.
☐	☐	☐	☐

Objective Evaluation - Any negative ethical or behavioral performance will be noted

Rate the student in his or her acquisition of professional characteristics?
(Completed by Administration, Associate Deans, VP Student Services, and Dean)

	Poor <75%	Fair 75% - 85%	Good 85% - 95%	Outstanding 95% and above
Duty: Attendance	☐	☐	☐	☐
Professional behavior in interactions with College professors and Administration.	☐	☐	☐	☐
Conforms to expectations for professional dress.	☐	☐	☐	☐

Assoc Dean evaluates **professional attributes** again here

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Section VI – Associate Dean for Clinical Affairs Section

- ## <u>Core Rotation Evaluation Grades and Preceptor Comments</u>

	Rotation	Comments	Grade
1	▭	▭	▭
2	▭	▭	▭
3	▭	▭	▭
4	▭	▭	▭
5	▭	▭	▭

The Dean weaves positive comments by preceptors into his Section I summary

- ## <u>Summary Statement</u>
  - Comments on GPA and COMLEX/USMLE scores
  - Summary of Preceptor Grades (Honors/HP/P) and Comments
  - Endorsement that the student should do well as a resident

Section VII – Block 1-8 Scattergrams (performance comparisons to peers)

Building your MSPE and CV portfolio starts with Block 1!! →

Block 1
Class of 2016
Total Number of Students: 162
3.36 class average GPA
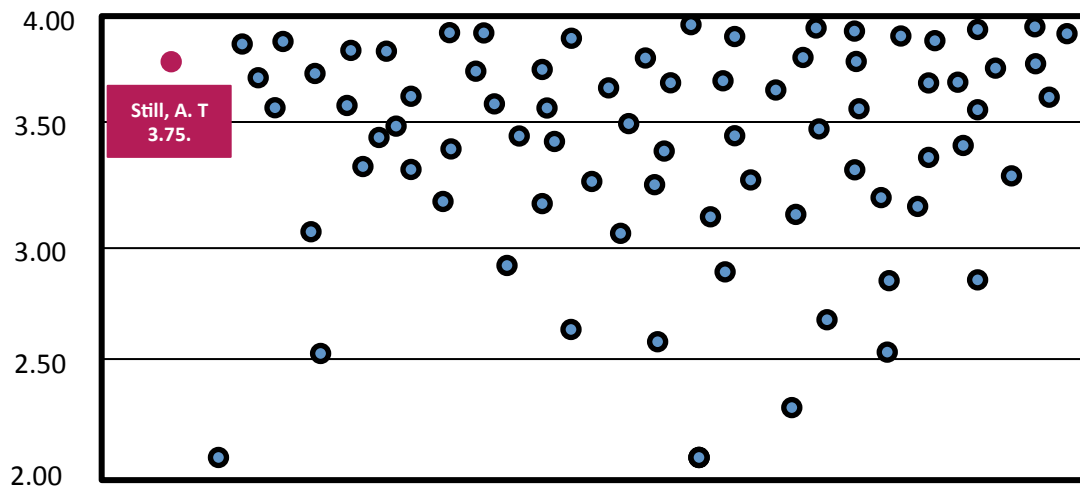
- In order to promote a professional environment of **mutual respect** among classmates

- VCOM has chosen **not to rank students.**

- Rather VCOM utilizes a SCATTERGRAM that demonstrates the performance of this student **in comparison to his classmates** in the eight preclinical blocks.

A Modestly Useful Online Reference Document

A Guide to the Preparation of the Medical Student Performance Evaluation

Association of American Medical Colleges

Limitation:
This is a 2002 document and does not follow the current VCOM MSPE format exactly

https://www.aamc.org/linkableblob/64496-7/data/mspeguide-data.pdf

Part II –

The Two "Residency CVs":
The Formal CV and
The ERAS CV

Why I'm Going to Be A Bit Myopic Today

- I am going to use the term **"Residency CV"** today, as the primary objective for your creating a CV at this stage in your career is to **secure a residency**.

- Once you graduate and begin your residency, your formal CV will have **other purposes, will no longer be a "residency CV" and will be expanded.**

- In the future, your formal CV will truly become a constantly changing, **"career-long" document.**

- But today, we are only focusing on creation of **"Residency CVs"**

The Residency CV

- Curriculum Vitae – Literal translation is: "**The Course of One's Life**"

- It is a **chronological narrative** of your relevant experience and accomplishments to-date

- The primary **focus** of a Residency CV is to "**showcase**" your academic and other relevant achievements that (hopefully) **distinguish you** from other residency applicants

- The overarching **objective** of a Residency CV is to secure interviews and a residency slot of your choosing.

Perspectives
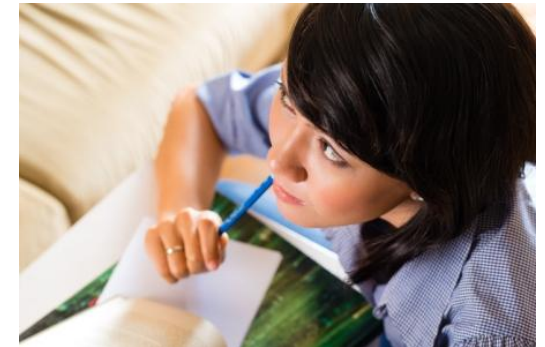
- A **Residency Curriculum Vitae ("CV")** is an essential document in securing a position in a residency program.

- **Residency Program Directors, your campus Dean and Letter of Reference authors** all rely on information contained in your CV during the Application, Interview and Match activities.

- There will be two versions of your Residency CV that are created: one **"formal" hardcopy CV** and one **electronic ERAS CV** (*ERAS = "Electronic Residency Application Service"*).

Two Very Important Things to Remember, as You Create Your CV

- At this point in your career, your CV has two over-riding **functions**:
    - It's a **tool for securing residency interviews**
    - It's a **document that will guide the conversation during your residency interviews**
    - (It <u>may</u> also be useful, if requested, in securing audition rotations)

- As to the 2nd function….Think of your CV as representing what you want to have as the **talking points for your residency interview** (Important: Don't include anything in your CV that you do not want raised during your interview!)

The Process

- You will generate **two Residency CVs**:

    - Your **formal "hardcopy" CV**

    - The **ERAS-generated electronic CV**, created by ERAS from the information you submit in your MyERAS Application

- You do not actively "create" or "format" the ERAS CV: The ERAS CV is just your **MyERAS application information** formatted by ERAS to look like a CV.

- You will need both versions; however, we highly recommend you **create your formal, hardcopy CV first**, and use as the source of the information you enter into MyERAS

The Process (cont.)

- Both CV versions should contain **the <u>same</u> <u>information</u>,** just with **different formatting**

- There is no required "format" for the formal CV; however, we suggest you use **ERAS-consistent section headings** in your formal CV (more on this later)

- Most residencies will **only have your ERAS-generated CV** (at least before the interviews)

- You cannot scan or otherwise **directly download** your formal CV into your MyERAS application

What are the Purposes of Creating the Formal Hardcopy CV?

- Assists in organizing information for **entry into your MyERAS Application**, so that ERAS can automatically create its electronic CV (and also so that ERAS CV information matches your formal CV)

- Assists you in creating your **Personal Statement** (part of your ERAS application)

- Assists the Dean in creating Section 1 of the **MSPE** (esp. The "u**nique characteristics**" text)

- Assists Faculty members in writing **Letters of Recommendation** for your ERAS Application

- Will be required for any applications for **Awards or Scholarships**

- Valuable document to use in securing **4th year electives and audition rotations**

What are the Purposes of the Formal Hardcopy CV? (cont.)

- Valuable adjunct document to facilitate your **residency interview activities** (easier to read than ERAS-generated CV)

- Valuable document for use in **Scramble** (and to a much lesser degree SOAP)

- Creates **base document for future (life-long)** updating and expansion of professional CV (ERAS-created CV is mainly valuable for residency applications)

- A formal (non-ERAS) CV is will be a required document for any **GME programs that don't participate in ERAS (see next slide)**

Examples: Some Programs Listed as "Not Participating" in ERAS in 2016

- Berkshire Medical Center IM Residency; Pittsfield, MA (AOA)

- Henry Ford Wyandotte Hospital IM Residency Wyandotte, MI (AOA)

- Yale-New Haven Medical Center (St. Raphael) IM Residency (ACGME – Sept. App. Cycle)

- Borinquen Medical Center FM Residency Miami, FL (AOA)

- Loma Linda University FM Residency Loma Linda, CA (ACGME – Sept. App. Cycle)

Link: https://services.aamc.org/eras/erasstats/par/index.cfm

# The Seven Characteristics of an Excellent CV

- **Reader-Friendly**

- **Original**

- **Complete**

- **Relevant**

- **Concise**

- **Distinctive**

- **Error-Free**

Seven Characteristics

- **#1 - <u>Reader-Friendly</u>**

  - Must be **"easy to read"** (in order to be read...)

  - High quality **white or ivory** paper (no "creative" colors; no copy paper)

  - Well-organized, with **consistent formatting across all sections**

  - **Professional appearance** (no "creative" *Bauhaus* font, etc.)

  - Ironically, has **more "white space"** than text

  - Use both **high quality paper** <u>and</u> **high-quality laser printer**
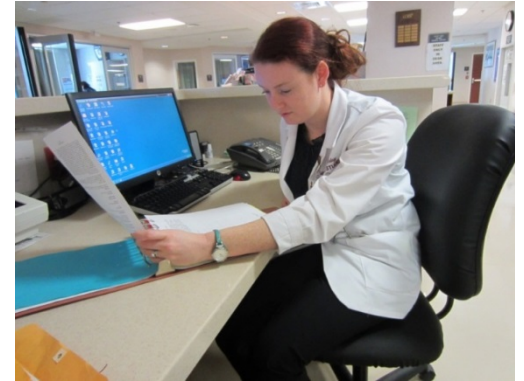
Seven Characteristics

- **#1 - <u>Reader-Friendly</u> (cont.)**

  - Separate information into ERAS-consistent Sections and Sub-Headings

  - Do not over-utilize bolding and underlining

  - Avoid wall-to-wall text

  - Use indentations strategically

  - Place items in reverse chronological order

Seven Characteristics

- **#1 – <u>Reader-Friendly</u> (cont.)**

  - Single font type; usually 1" border

  - Times New Roman, Arial or Verdana font only

  - Maximums: 12 point font for text; 14 point font for headings

  - Minimums: 11 point font for text; 12 point font for headings

  - No boxes or pictures

  - Header and page number on every page

Seven Characteristics (cont.)

- **#2 - <u>Original</u>**

  - There are dozens of examples on the Internet; but DON'T import any of the text directly into your CV. **Use your own original thought!**

  - Recipients <u>DO</u> sometimes check for **plagiarism** (www.dustball.com/cs/plagierism.checker/)

- **#3 – <u>Complete</u>**

  - Include all **<u>relevant</u> activities in sufficient detail** (see next Characteristic)

  - Account for any significant **"time gaps"** from undergraduate to medical school (esp. for students from non-traditional educational pathways, post-baccalaureate programs, etc.)

Seven Characteristics (cont.)
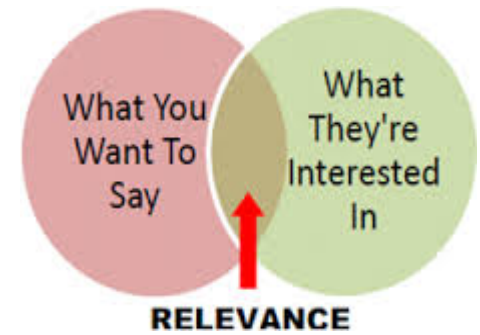
RELEVANCE

- ## #4 - <u>Relevant</u>

  - For every piece of information, ask the question: **Is this information relevant toward helping me secure a residency?**

  - Include **<u>all</u> relevant information** from your medical school education

  - **Include <u>only</u> selected, relevant and major achievements** from your undergraduate or other-graduate education

  - <u>**Do**</u> <u>**NOT**</u> include any high school activities and achievements

Seven Characteristics (cont.)

- **#5 - <u>Concise (Succinct)</u>**

  - In *general*, should not exceed **2 pages in length** (but not an absolute limit!)

  - Use **succinct-yet-descriptive phrases**, versus complete sentences (every unnecessary word works against you…"reader-friendly")

  - Emphasize **performance, achievements and outcomes**.

  - Much less emphasis on membership, duties and process

  - Use performance-oriented **action or power verbs** to highlight achievements (see next slide)
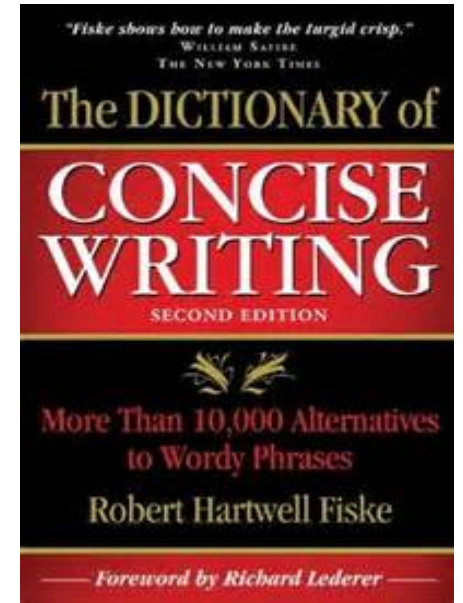
Examples of Active, Positive Action/Power Verbs

Highlight: **Performance, Achievement** *and* **Outcomes**

- Achieved
- Assisted
- Authored
- Awarded
- Chaired
- Completed
- Created
- Defined
- Developed
- Established
- Executed
- Initiated
- Organized
- Published
- Responsible (for)
- Selected (to or as)
- Succeeded
- Trained
- Taught
- Supervised
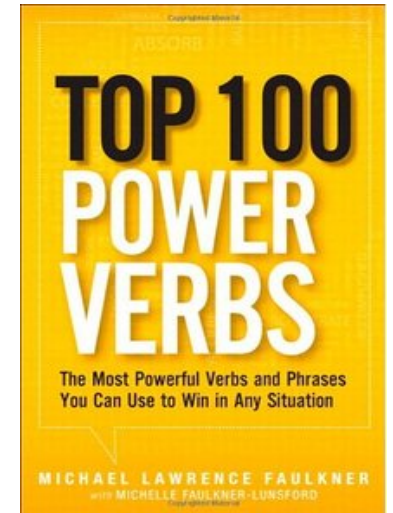
Seven Characteristics (cont.)

- **#6 – <u>Distinctive</u>**

  - Fact: Program Directors are going to be reviewing dozens to hundreds of other CVs. Your CV information needs to **distinguish you from others.**

  - Leave the reader wanting to **know more about you**, not less.

  - The content of your CV needs to address two basic questions every Program Director asks himself/herself during review of candidate CVs:

    - *"What are the 3-6 things that **distinguish this person from other residency applicants** to our Program?"*

    - *"What are 2-3 **good reasons** why our Program should invite this person for an interview, versus someone else?"*

Seven Characteristics (cont.)

- **#7 – <u>Error-Free</u>**

  - Your CV MUST be **100% error-free**. There can be no typos, misspellings, punctuation mistakes or other errors

  - Proof Read….Spell-Check……..Proof-Read Again…Repeat

  - A misspelling or other typo in your CV **damages your credibility** with the Program Director

  - Have **1-2 other people** read your CV, looking especially for errors and lack of clarity

  - Trick – Review once by **reading backwards**

Suggested Sections Within the CV (ERAS-Consistent Formatting)

- **General Information (name, address, etc.)**

- **Post-secondary education (undergraduate, graduate and professional education)**

- **Training (if applicable)**

- **Experience (work/military service, volunteer, research)**

- **Publications**

- **Certification and Licensure**

- **Language (incl. speaking, reading and writing fluency levels)**

- **Miscellaneous (hobby, interests, honorary and professional societies, leadership positions, awards, etc.)**

Part of an ERAS-Generated CV

MyERAS Application

General Information

Name:	Sutton, Luke Sebastian III	Applicant ID:	2014255648
Previous Last Name:		AAMC ID:	13434208
Preferred Name:			
School:	University of the West Indies, Trinidad		
		USMLE ID:	8-888-888-8
		NBOME ID:	111148
E-mail:	myeras@aamc.org		
Gender:	Male		
Birth Date:	07/27/1979		
Birth Place:	Diego Martin, Trinidad and Tobago		
Citizenship:	Foreign National Currently in the U.S. with Valid Visa Status	NRMP ID:	

Current Visa / Employment Authorization Status: Participating in the NRMP Match: Yes
   B-2 - Temporary visitor for pleasure   Participating as a Couple in NRMP: No
Visa Sponsorship Needed: No
Expected Visa / Employment Authorization Status (s):
E-2
L2

Self-Identification:
Black or African American
   African American
   Afro-Caribbean
   African

Present Mailing Address:	Permanent Mailing Address:
450 Barcelona Ave	450 Barcelona Ave
Madrid, BH789	Madrid, , BH789
Spain	Spain

Preferred Phone #:	7035551200	Phone:	7035551200
Alternate Phone #:			
Mobile #:			
Pager #:			
Fax #:			

Military Service Obligation/Deferment?	No
Other Service Obligation?	No

Misdemeanor Conviction in the United States?	No
Felony Conviction in the United States?	No
Limitations?	No

Medical Licensure

ACLS:	Yes	Exp. Date:	01/12/2014
PALS:	Yes	Exp. Date:	01/01/2014
DEA Reg. #:	None		
Board Certification:	No		
Medical Licensure			

Generated from the MyERAS Application Worksheet

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Key – In Creating Your CV, Remember What Program Directors Are Looking For

- **EDUCATION -** *Aside from your GPA and Board Scores, **does your medical school have a track record** of producing residents who have done well in our program(s)?*

    [For VCOM, Wake Forest-Baptist Medical Center is one example]

- **EXPERIENCE –** *Has this candidate engaged in extracurricular activities that indicate he/she is likely to be a **diligent resident**?*

In Creating Your CV, Remember What Program Directors Are Looking For

- **PUBLICATIONS, AWARDS & ACCOMPLISHMENTS-**

  *Has this candidate shown a **commitment to excellence** among his/her peers and/or a **commitment to improving medical literature**? Might this candidate become a leader in our residency program (chief resident, etc.) or in this specialty upon completion of training?*

<u>**A Technical Note About ERAS and Publications**</u> –
Regardless of how you enter publications on your Application, ERAS will re-sort your publications into alphabetical order, not reverse chronological order.
To over-ride this and obtain a reverse chronological listing on your ERAS CV, consider placing a number and period in front of every publication you list, starting with the most recent publication (for example: 1. Smith, xxxx)

In creating Your CV, Remember What Program Directors Are Looking For

- **LANGUAGE FLUENCY –** *Many of our patients speak _____, and this candidate is also fluent in _____. This could be* ***very useful to us in the clinical setting.***

- **HOBBIES AND INTERESTS –** *Does this candidate have hobbies and other interests* ***in common*** *with our clinical faculty and other residents?*

- **MEMBERSHIPS -** *Does this candidate demonstrate an* ***appreciation for the professional community*** *in which he/she will be training and eventually practicing?*

Part III –

Some Residency CV "DOs" and "DON'Ts

Residency CV "DOs" and "DON'Ts"

DO:

- Place items within each section in **reverse chronological order**

- **Judiciously use headings, subheadings and indentations** to make the CV easier to read

- **Include publications that have been submitted**, but have not been published (indicate as "submitted")

- Use the **"date issued" or "date completed"** for any licenses or certificates, versus expiration date (exception – MyERAS Application may require expiration dates)

- Use **consistent formatting** throughout, including consistent font size(s) and font type

Residency CV "DOs" and "DON'Ts"

DO:

- Proof for **pagination errors** (e.g., a section heading only on bottom of Page 1 and content on Page 2)

- Include relevant and major accomplishments and activities from **undergraduate years and/or military service**

- Account for any **major time gaps** between undergraduate graduation and start of medical school (major blocks of time; especially important for non-traditional students)

- Have **1-2 sets of "neutral eyes"** proof read your CV…don't just have your mother or spouse proof for you!

- Complete your formal CV **as soon as possible**. Remember, it's not just for your ERAS Application (e.g., 2nd Year Scholarship Applications)

Residency CV "DOs" and "DON'Ts"

DO:

- Try to include **team-focused activities and accomplishments** ("helped" or "collaborated" action verbs are just fine and indicate that you are a team player)

- Remember to include undergraduate or graduate **thesis or dissertation**, especially if relevant to health care or science

- Include **undergraduate varsity athletic activities**, especially if scholarship-related or at higher Division levels

- Use proper **medical bibliographic reference style** (i.e., *Index Medicus* style) for publications

Residency CV "DOs" and "DON'Ts"

DO:

- Bring **sufficient copies** of formal CV with you on interviews (at least one for each interviewer)

- Minimize any reviewer bias (even unconscious), by being as **neutral** as possible regarding any activities involving **religious or political organizations**

- Try to obtain **examples of CVs from classmates** 1-2 years ahead of you. They can give you some examples of a finished product

- Avoid **repetitive content**. Determine the best single location for a piece of information and only enter it there.

Residency CV "DOs" and "DON'Ts"

DO:

- Remember to include **Magna Cum Laude, Summa Cum Laude or Cum Laude** honors in undergraduate graduation information.

- Include **cities, states and graduation or attendance dates** for all relevant post-secondary schools and colleges attended

- Make sure undergraduate and graduate versus medical school honors, achievements, publications and research **are clearly separated and identifiable as to which educational level they occurred in**

Residency CV "DOs" and "DON'Ts"

DON'T:

- Use **nicknames or partial name**, versus full legal name

- Include any information regarding **high school accomplishments or prior to that**

- Rely on Spell Check and your own eyes to catch all typos and other errors. **Get outside parties to proof** as well.

- Attempt **"creative formatting" or paper color** to make your CV "distinctive"

- Insert your name in **a font larger than 14** (having your name stand out as a "marquee" can indicate arrogance)

Residency CV "DOs" and "DON'Ts"

DON'T:

- Include "**Curriculum Vitae**" at the top of the first page. Anyone that reads this document will know what it is.

- Use **complete sentences** instead of short phrases with action verbs

- Indicate that you **are fluent in English** in the Languages section (unless there are special circumstances where you need to highlight this fact)

- Include **license or certificate numbers** in your CV (exception: where MyERAS Application specifically requires this)

- "**Pad**" a particular section just to put something in the blanks. For example, if you have not published anything, then leave that section blank (or leave section/sub-section out completely).

Residency CV "DOs" and "DON'Ts"

DON'T:

- As a general rule, DON'T include the following type of **personal information** in your CV:

    - Social Security Number
    - Height and Weight
    - Birth date/age
    - National Origin
    - Race
    - Religion
    - Political affiliation
    - Gender
    - Marital status and/or number of children
    - Names of spouse and/or children

Residency CV "DOs" and "DON'Ts"

DON'T:

- Include **Board Scores or GPA (**they will be provided elsewhere and are not appropriate for a formal Residency CV)

- Forget to **include all certifications and the year completed** (ACLS, etc.)

- Forget to include the **title of your position and dates of employment** for all relevant paid employment, incl. military service

- Forget to include your **relevant skill level** on each language you list (fluent, conversational, etc.)

Part IV –

CV Support Resources and Summary

Some Useful Supporting Materials

- **MyERAS Residency User Guide – 2016 Edition**
  https://www.aamc.org/students/download/432542/data/user_guide_myeras_residency.pdf

- **The Dictionary of Concise Writing**;2nd Edition; Robert Hartwell Fiske; 2006 (available at Amazon)

- **Top 100 Power Verbs**; Michael L. Faulkner and Michelle Faulkner-Lunsford; 2013 (available at Amazon)

- **Samples of Residency CVs**; Ohio State University College of Medicine website (click the "Student Life" tab, then the "Career Advising" tab; then the "The CV" tab)

- **Getting Into A Residency: A Guide for Medical Students**; 8th Edition; Kenneth V. Iserson,M.D.; 2013 (available at Amazon)

Some On-Campus Support Resources for CV Advising and Reviewing

- **Adrienne Z. Ables, PharmD**; Assistant Dean for Faculty Development

- **Matthew Cannon, DO**; Discipline Chair of Family Medicine

- **Ronald Januchowski, DO**; Associate Dean for Curriculum, Assessment, and Medical Education

- **Lindsey Ridgeway, PhD**; Assistant Vice President for Student Services

- **Paul K. Switzer, MD, DHA**; Associate Dean for Clinical Affairs

- **Michael Tobin, DO, MBA;** Associate Dean for Postgraduate Affairs

Summary

- Remember the ultimate objectives of the residency CV:
  Secure audition rotations, interviews and successfully Match during your senior year!

- Start preparing your hardcopy residency CV **as soon as you can** and devote sufficient time to make it **"excellent"** and **error-free**

- Complete your **hardcopy formal CV first (now)** and <u>then</u> go on to enter CV information into your MyERAS Application during your 4th Year

- In creating your CV...**try to think like a Program Director**. What is important to them? What are they looking for? What makes you stand out?

- Make sure your CV **highlights your distinctive accomplishments**

- Make sure your CV exhibits **all seven of the key CV characteristics**

QUESTIONS AND DISCUSSION