

CV/Resume Check List

Contact

Name

Address – now and later

Phone

Email

Education

Licenses and Certifications

USMLE

ACLS, ATLS, etc. – give expiration dates

Honors/Awards

Work Experience

Service/Activities

Other

Publications

Significant Presentations

Research

Military Experience

Languages

Outside Interests

Notes:

2-3 Pages

Quality paper (20-24 pound – white, ivory, or gray)

1 – 1 ½ " margins

Font - maximum of 2 font styles; size 11-12

Update yearly or as needed