*[This format is a recommendation only! List dates in month/year format and list all categories in chronological order, with most recent listed first and oldest listed last.]*

# First Name Last Name

Street Address (Work)

City, State, Zip Code (Area Code) phone number

[email@address.com](mailto:email@address.com)

# EDUCATION

Dates B.S. in Biochemistry (magna cum laude), Your University, City, State Dates M.D. (expected) Your University, City, State

# HONORS AND AWARDS

Dates (Named Scholarships, Awards, etc) (include undergrad, grad, med school)

# TEACHING ACTIVITIES/EXPERIENCE

Dates Identify your teaching activities

Include graduate student teaching

Include mentoring/advising

# LEADERSHIP EXPERIENCE

# Dates Title, organization, location

# VOLUNTEER EXPERIENCE

# Dates Organization, roles

# RESEARCH EXPERIENCE

# Dates Did you work in research without necessarily getting published?

# 

# ABSTRACTS AND PRESENTATIONS

* Use an asterisk to demarcate invited talks and meetings that you helped to organize.
* List title of presentation, authors, name of conference or organization, location of conference, month and year.
* If abstract or poster is published, list journal and date of publication.
* Number each and **highlight your name in bold**

# ORAL PRESENTATIONS

National/International Meetings Local/Regional Meetings

# POSTERS

National/International Meetings Local/Regional Meetings

# PUBLICATIONS

* Number each and highlight **your name in bold**
* Place an asterisk next to your name, if you were the senior/corresponding author)
* List in chronological order with most recent listed last, number each

# PEER-REVIEWED ORIGINAL RESEARCH MANUSCRIPTS

* + Authors, “Title,” Journal, volume, number, pages, year

# OTHER PUBLICATIONS

* + Letters, editorials, electronic media, review articles, books, book chapters, monographs, educational materials, major curricular offerings, and innovative educational programs
  + Authors, “Title”, publication or book name, year, issue, page #

# EMPLOYMENT EXPERIENCE

Dates List employment history, including military service, noting position held, employer, location

# CERTIFICATION AND LICENSURE

Date ACLS, BLS, LANGUAGE INTERPRETER, Disaster Medicine certificate series (or components)

# SKILLS AND ABILITIES

Language proficiency, computer/software/tech skills

This section may overlap with Certification and Licensure section above, but includes items that may not involve official recognition.

Example:

Spanish (fluent in both spoken and written)

Arabic (proficient in written)

Experience with statistical software/programs: SAS, R, Stata, SPSS

Experience with qualitative research analysis software: Dedoose, NVivo, Atlas.ti, MAXQDA

**HOBBIES AND INTERESTS**

Fly Fishing, tennis, needlepoint, crossword puzzles, home brewing, etc

# PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Dates List these in groupings by professional organization, noting leadership positions and other positions held. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading by publication.

# COMMITTEE ASSIGNMENTS

Dates Note leadership positions held. Include university and non-university activities in separate sub-sections (e.g., work with NIH study groups)

# CLINICAL ACTIVITIES

Identify your role (scribe, nursing assistant, etc)

Include a brief description of clinical activities (location of services provided, patients served, and clinical research)

# EDITORIAL WORK

Dates Include journal name

# Sample Format

**PRESENTATIONS AT SCIENTIFIC MEETINGS**

1. Hoover HC, Roosevelt FD, Garfield JA, **Jefferson T**. Improving influenza vaccination: Poster presentation at the Secret President’s Society meeting. Thurmont, MD, April, 2014.

# PUBLICATIONS

**PEER-REVIEWED/ORIGINAL RESEARCH MANUSCRIPTS**

* 1. Washington G, Adams J, **Jefferson T\***. Bedside ultrasound diagnosis of clavicle fractures in the pediatric emergency department. Pediatr Emerg Care 2010;17:686-693.
  2. **Jefferson T**, Jackson A, Wilson W. Bedside ultrasound diagnosis of forearm fractures. Can Fam Phy 2014;27(11):1027-1032.
  3. Cleveland G, Taft WH, **Jefferson T**, Coolidge C. Effective, easy and acceptable: Single dose dexamethasone for mild-to-moderate asthma exacerbations. Academy Emer Med 2015;57:1134-1136.

# OTHER PUBLICATIONS

1. Jefferson T. and Grant U.: Growth Hormones (Ed 2). Wiley. Hoboken, NJ, pp. 483-532, 2008.
2. Jefferson T.: Tumors: Recognition and Management. McGraw-Hill, Columbus, OH ;2012

(Edition No., if any, follows title of book (Ed. 5). Vol. No., if any, is inserted between the publishing date and page numbers.)