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Sample Curriculum Vitae Outline

The purpose of the CV is to be able to chronologically track, and be able to account for, all time periods since the physician started medical training. This includes education, experience, military service, certifications, licenses, DEA information, etc. The CV should be constantly updated to reflect any changes so that it is always current. It is very helpful if you list "current as of (date)" on the CV.

What to Include in Your CV

Name—Title/Degree
Address
Telephone (cell, home, and work)
Email address
Citizenship status (optional)

Education

Internal Medicine Residency ....7/1999—6/2002
Name of Program
Any Town, State

Medical School..................................9/1996—5/2000
Any Town, State
Degree MD or DO

College... 8/1992—5/1996
Any Town, State
BS Biology

Professional Experience

(This should include all medically related positions held since the start of medical school—any gaps in work/education history should be explained)

Chief Resident...................................7/2002—Present
Name of Program
Any Town, State

Laboratory Assistant ....9/1998—5/1999
Name of Facility
Street Address
City, State, Zip
Office Phone and Fax Numbers

Military Service (Branch of Service)....Dates of Service

Your Name—Page 2

Certifications

American Board of Internal Medicine,
Board Eligible.. 6/2002

ACLS... 5/2002

BCLS... 3/2002

PALS 1/2002

Licensure

(List all licenses ever held)

NPI.. 6/2002

DEA .... Expiration 7/2003
available upon request

California .... Issued 8/2001
available upon request................ Expiration 7/2003

(Status) Active

Professional Memberships

American Medical Association

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Honors and Awards

Summer Research Grant Awarded By
National Cancer Institute .... Summer 2000

Magna Cum Laude Graduate—Medical
School (name)... 5/2000

Alpha Omega Alpha Honor Society 4/1999

Research and Papers Presented (Optional)

Intensive insulin therapy in
MICU patients ....2/2002—resent

Stanford University Medical Center

Preceptors: John Doe, M.D., and Mary Smith, M.D.

Your name and John Doe, M.D., "Myocardial Injury
Complicating Thrombotic Trompocytopenic
Purpura (TTP)".

ACP California Chapter 2001 Association Poster
Competition Finalists".

References (Optional)

Provided upon request
Information Current as of (current date)