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# CV 101

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Mitsue Yokota

Career Advisor

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)

Sarika Thakur

Research Advisor

[sthakur@mednet.ucla.edu](mailto:sthakur@mednet.ucla.edu)

# CV vs. Resume

## CV

- Academic Settings
- Can be 20+ pages
- Educational /academic background
  - Research, publication, presentations, awards, affiliations

## Resume

- Non-academic
- 2 pages or shorter
- Skills, experience, education
- Can be chronological or skill based



# General Guidelines

- Formatting Consistency
- Readability
- Word Choice
- Order
- What to include?
- What to exclude
- Work Experience

David M  
8609 Airdrome St., Los Angeles, CA 90035  
(818)  
@ucla.edu

### **Education**

UCLA David Geffen School of Medicine  
August 2003-May 2008  
MD, anticipated May 2008

UCLA Anderson School of Management  
Sept 2006-June 2008  
MBA., Entrepreneurial studies, anticipated June 2008

Brigham Young University  
Microbiology & Philosophy  
Sept 1996-April 2003  
BS, April 2003

### **Membership in Honorary/ Professional societies**

American Medical Association  
California Medical Association  
Los Angeles County Medical Association

### **Certifications/ Licensure**

Basic Life Support

### **Examinations**

USMLE Step 1	June 2005/Passed
USMLE Step 2CK	
USMLE Step 2 CS	Anticipated Nov 2007

### **Awards/Accomplishments**

*Samuel M Goldwyn Scholarship*- Awarded to two medical students for excellence and outstanding performance.  
*Dr. Warren Stafford Memorial Scholarship*- Awarded annually to one Medical Student selected by SOM Dean.  
*Wolfen Award*- Awarded to four Anderson students for outstanding entrepreneurial spirit and business concept.

J

M. M

**CURRENT ADDRESS**

Mayfield Avenue, Apartment  
Los Angeles, California 90049  
Cell phone: (650) 387-2793  
E-mail: jmarron@ucla.edu

**ALTERNATE ADDRESS**

3936 Drive  
Glenview, Illinois 60026  
Phone: (847) 272-6082

**EDUCATION**

*David Geffen School of Medicine at UCLA, Los Angeles, California, July 2004 – present.*  
MD anticipated, May 2008.

*Stanford University, Palo Alto, California, September 1999 – June 2003.*

BA in Human Biology, June 2003.

Focus on Ethics of Science, Technology, and Medicine; Minor in Geophysics.

**EXTRACURRICULAR AND LEADERSHIP EXPERIENCE**

*Member, Class of 2008 Class Council, 2007 – present.*

Worked with a select group of elected classmates to conceptualize, organize, and carry out fundraisers, Match Week activities, and other events for the UCLA School of Medicine.

*Representative, UCLA Medical Education Committee, 2006 – present.*

Elected to serve as a student representative on the UCLA School of Medicine Medical Education Committee, Clerkship Chairs Committee, and College Chairs Committee. Actively participated in discussions with UCLA faculty to formulate and enact changes to the medical school curriculum.

*Co-coordinator, “Great Moments of Medicine” elective, 2006 – 2007.*

Organized and coordinated an elective for first-year medical students focusing on significant moments in medical history. Responsibilities included organizing and scheduling speakers, grading students’ final papers and presentations, and mentoring successive course coordinators.

*Representative, UCLA School of Medicine Admissions Committee, 2005 – 2006, 2007 – present.*

Interviewed UCLA medical school applicants and participated in discussions and voting regarding their candidacy for admission.

*Co-coordinator, UCLA Pediatrics Interest Group, 2005 – 2006*

M: , W

**AAMC ID:**

**Present Mailing Address**

8504 Melvil Street

Los Angeles, CA 90034

Preferred Phone: (310) 936-6323

Alternate Phone: (310) 837-8032

Mobile Phone:

Brian.Masselink@ucla.edu

**Permanent Mailing Address**

8504 Street

Los Angeles, CA 90034

**Medical Education** University of California Los Angeles David Geffen SOM, Los Angeles, California 08/2003 - MD, 05/2008

**Education Undergraduate** - University of Michigan, Ann Arbor, Michigan Post-baccalaureate pre-medical 08/1998 - 04/2000 **Undergraduate** - Grand Valley State University, Allendale, Michigan Anatomy 05/1998 - 08/1999 **Undergraduate** - University of Chicago, Chicago, Illinois English Language and Literature 10/1991 - 06/1995 BA, 06/1995

**Membership and Honorary/Professional Societies** AOA elections held during Senior year

Letter of Distinction: Neurologic, Musculoskeletal & Psychiatric Medicine, UCLA 2004

**Examinations** USMLE Step 1 06/2005 **Volunteer Experience** 08/2007 **Average Hours/Week:** 5 Child Neurology Interest Group, California President

I formed a child neurology interest group in response to student interest. The aim of the group is to expose medical students, especially those interested in pediatrics or in neurology, to the possibility of training in pediatric neurology.

11/2004 - 05/2005 **Average Hours/Week:** 5 UCLA School of Medicine, Admissions Subcommittee, California

Applicant reviewer

Mr. [Name], Jr.  
AAMC ID: [ID]

**Present Mailing Address**

[Name] Ave #5  
Los Angeles, CA 90034  
Preferred Phone: 858-245-3897  
Alternate Phone:  
Mobile Phone:  
joshmech@ucla.edu

**Permanent Mailing Address**

[Name] Ave #5  
Los Angeles, CA 90034

**Medical Education**

University of California Los Angeles David Geffen SOM, Los Angeles, California  
08/2004  
MD, 06/2008

**Education**

**Undergraduate** - UCSD, San Diego, CA  
Biology--Physiology and Neuroscience  
09/1998 - 06/2002  
BS, 06/2002

**Membership and Honorary/Professional Societies**

AOA elections held during Senior year  
Letter Of Distinction--UCLA SOM Block 1 Foundations of Medicine-10/2004  
Golden Key International Honour Society- 1/2001  
Phi Beta Kappa Honor Society- 6/2002  
American Medical Association (AMA)  
American Academy of Emergency Medicine (AAEM)  
Society for Academic Emergency Medicine (SAEM)

**Examinations**

USMLE Step 1 06/2006

**Work Experience**

06/2002 - 07/2004 [Name] [Address] [City] [State] [Zip]



# Sections of a CV

- Personal Information
- Education
- Honors and Award
- Research
- Publications and Presentations
- Activities
- Certifications/Languages





# Personal Information

- Name
- Current Address
- City, State, Zip
- Current Phone
- Email Address

# Personal Information

~ Mitsue Yokota ~

12-159 GCHOS

Los Angeles, CA 90095

310-267-1104

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)

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# Personal Information

## Mitsue Yokota

12-159 CHS

Los Angeles, CA 90095

~~Home 310-267-1104~~

~~Fax 310-794-9574~~

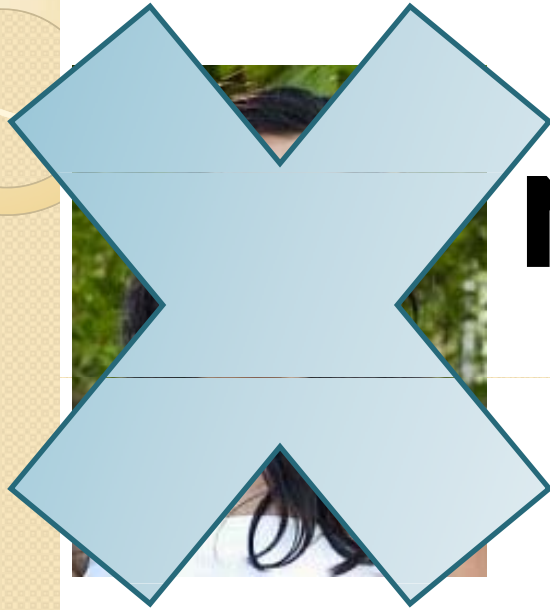
Cell 310-206-3434

USMLE ID ~~123456789~~ 1463

AAMC ID ~~123456789~~ 8028

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)

# Personal Information



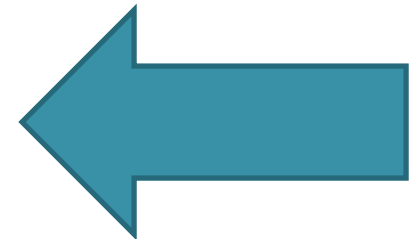
**Mitsue Yokota**

12-159 CHS

Los Angeles, CA 90095

310-267-1104

[mitsygirl@gmail.com](mailto:mitsygirl@gmail.com)



# Personal Information

## Mitsue Yokota

12-159 CHS

310-267-1104

Los Angeles, CA

310-206-0434

90095

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)



# Personal Information

**Mitsue Yokota**

12-159 CHS

Los Angeles, CA 90095

310-267-1104

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)

**Sample**

JUDY DOE

HOME ADDRESS

900 N. Michigan Avenue  
Chicago, IL 60611  
(773) 702-3333  
judydoe@uchicago.edu

SCHOOL ADDRESS

Pritzker School of Medicine  
924 E. 57<sup>th</sup> St., Room 104  
Chicago, IL 60637-5415  
(773) 702-1939

234 CHESAPEAKE WAY, UNIT 111 • NORFOLK, VA 23506  
PHONE 757.555.0000 • E-MAIL ANNEBODY@EVMS.EDU

ANN E. BODY

**GEORGIA WASHINGTON**

99 Johnson Drive  
Shawnee Mission, KS 66202  
(913) 555-9876  
washingtong@ku.edu

# Personal Information

## **Things to exclude:**

- Age
- Date of Birth
- Marital Status
- Social Security #





# Education

- DGSOM
- Post Baccalaureate Programs
- Undergraduate Institution

## **EDUCATION**

David Geffen School of Medicine at UCLA 2010 - present

M.D.

Current Specialty Interests: Oncology, Radiology, Dermatology

University of California, Los Angeles 2005 – 2009

B.S., *Magna Cum Laude*, Biology

Dean's Honor List (Spring 2006), graduated with "Honors" and  
"Highest Distinction"

Cumulative GPA: 3.96

Major GPA: 3.95

University High School

2001 – 2005



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## **Education**

**David Geffen School of Medicine at UCLA**

2010 - Present

M.D. Anticipated 2014

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**University of California, Los Angeles**

2005 – 2009

B.S., *Magna Cum Laude*, Biology



## **EDUCATION**

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**David Geffen School of Medicine at UCLA**

*2010 - Present*

M.D. Anticipated 2014

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**University of California, Los Angeles**

*2005 – 2009*

*B.S., Magna Cum Laude, Biology*

## EDUCATION

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Aug 2006      Eastern Virginia Medical School (EVMS)      Norfolk, VA  
M.D., Anticipated May 2010

2002–2006      University of Virginia      Charlottesville, VA  
B.S. in Human Biology with honors  
▪ Concentration: Pathogenesis and Immunity

## EDUCATION

### **University of Illinois at Urbana-Champaign, Medical Scholars Program (2003–Present)**

M.D., Expected Graduation: May 2010

- Passed USMLE Step 1 with a score of 247 in August 2008

Ph.D., Veterinary Pathobiology (December 2008)

- Thesis: Genetic and sex steroid hormone contributions to the sexual dimorphism in murine experimental allergic encephalomyelitis
- Advisors: Cory Teuscher, Ph.D. & James Zachary, D.V.M., Ph.D.

### **Brigham Young University, Provo, UT (1996–2003)**

B.S., Psychology with Minors in Chemistry and Zoology

- Hiatus to serve as a missionary for The Church of Jesus Christ of Latter-day Saints in Antwerp, Belgium (1997–1999)

# Education

## **Things to exclude:**

- Anything before undergraduate
- GPA
- MCAT scores
- Test scores
- Dissertation advisors
- Mentors

# Research

- Name of institution
- Name of mentor
  - Include full name and title
  - Include degree
- Name of Project
- Brief Description of Work
  - Maximum 2 lines

# Research

**David Geffen School of Medicine at UCLA**

*Division of Head and Neck Surgery*

Principle Investigator: John Smith, M.D.

- Studied the effectiveness of injections with botulinium toxin to the cricopharyngeus muscle



## **RESEARCH EXPERIENCE**

### **Post-doctoral Research, University of Illinois at Urbana–Champaign (2007–Present)**

- **Effect of an Intra-corneal Fluid Interface Following Keratotomy on Intraocular Pressure Measurement by Applanation. Advisors: Samir Sayegh, M.D., Ph.D. and Paul Gerding D.V.M.**

## RESEARCH EXPERIENCE

- 2009 University of Chicago, Department of Neurology, John Braindoctor, MD, PhD;  
“Complex motor functions in humans.”
- 2008 University of Chicago, Department of Medicine, Section of General Internal Medicine,  
Vineet Arora; MD, AM, “Retrospective chart review analysis examining the quality of  
care for pneumonia patients at the University of Chicago Hospitals.”
- Selected to participate in the NIH-funded Pritzker Summer Research Program
  - Conducted a retrospective chart review analysis which examined the quality of care  
for pneumonia patients at the University of Chicago Medical Center
  - Received the Joseph P. Kirsner Research Award for Excellence at the 2006  
Pritzker Summer Research Forum

## **RESEARCH**

2009

**Department of Obstetrics/Gynecology, KU School of Medicine**  
Mucin Gene Research—Mentor Name, Title and Department

Evaluated the human mucin (MUC) gene and its effect on endometrial cells; reviewed patient charts, extracted data of patients with a history of endometrial cancer, and entered data into database.

2009

**Department of Obstetrics/Gynecology, KU School of Medicine**  
Placenta Previa—Mentor Name, Title and Department

Led retrospective trial evaluating incidence of placenta previa in patients with prior cesarean sections versus prior trials of labor.

2002–2003

**Department of Psychology-Behavioral Neuroscience, UMKC**  
Neuronal Degeneration—Mentor Name, Title and Department

Examined neuronal degeneration in embryonic rat brains and assisted in the mapping of degeneration patterns.

# Verb Choice

- If you are currently participating - use present tense
- If it is from the past - use past tense
- Use a variety of verbs

# Research

Analyzed

Collected

Solved

Arranged

Clarified

Explored

Investigated

Compared

**Experimented**

Gathered

**Extracted**

Inspected

**CRITIQUED**

**Tested**

Reviewed

Measured

Formulated

# Organized

Catalogue

d Charted

Classified

*Categorized*

*Arranged*

*Corrected*

*Generated*

*Coded*

**Compiled**

Routed

**Inspected**

*Logged*

**CRITIQUED**

**Verified**

*Supplied*

*Screened*

Systematized

**Helped**

***Volunteered***

Supported

Clarified

*Provided*

*Facilitated*

*Counseled*

**Collaborated**

Gathered

**Coached**

*Inspected*

**ADVOCATED**

**Assisted**

*Guided*

*Arranged*

Adapted

# Communicated

Resolved

*Persuaded*

Explained *Referred*

Elicited

*formulated*

Mediated

Directed

**Corresponded**

Gathered

**Defined**

*Conveyed*

**ARTICULATED**

**composed**

*Consulted*

*clarified*

authored

# Publications & Presentations

- Use same format throughout
- Written drafts of manuscripts are “submitted” or “in preparation”
- Accepted manuscripts not yet published are “in press”
- For presentations, include the institution or meeting where presented

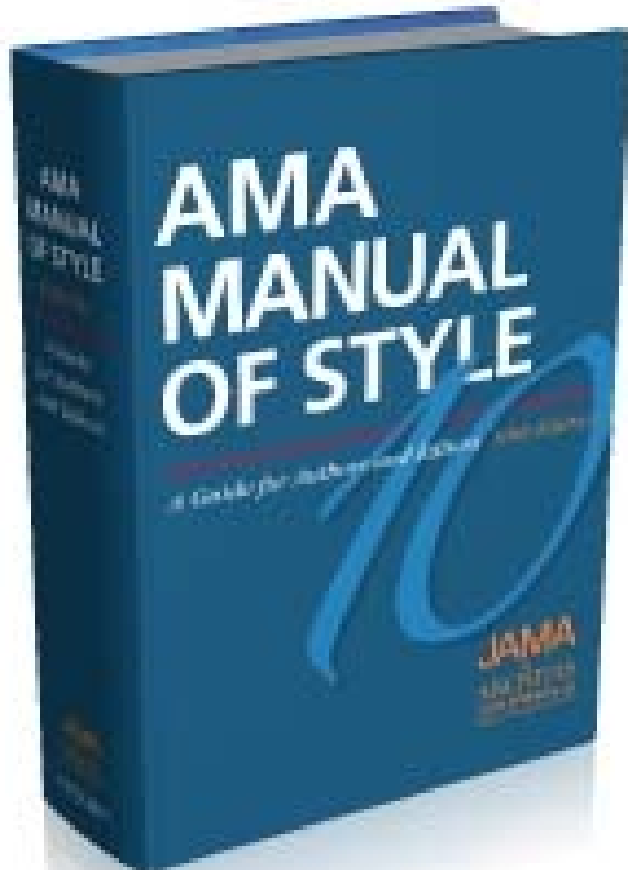




# Publications & Presentations

- As first year students
  - Can include undergraduate research
  - Can include any undergraduate fellowship programs
  - Can include any summer research experiences

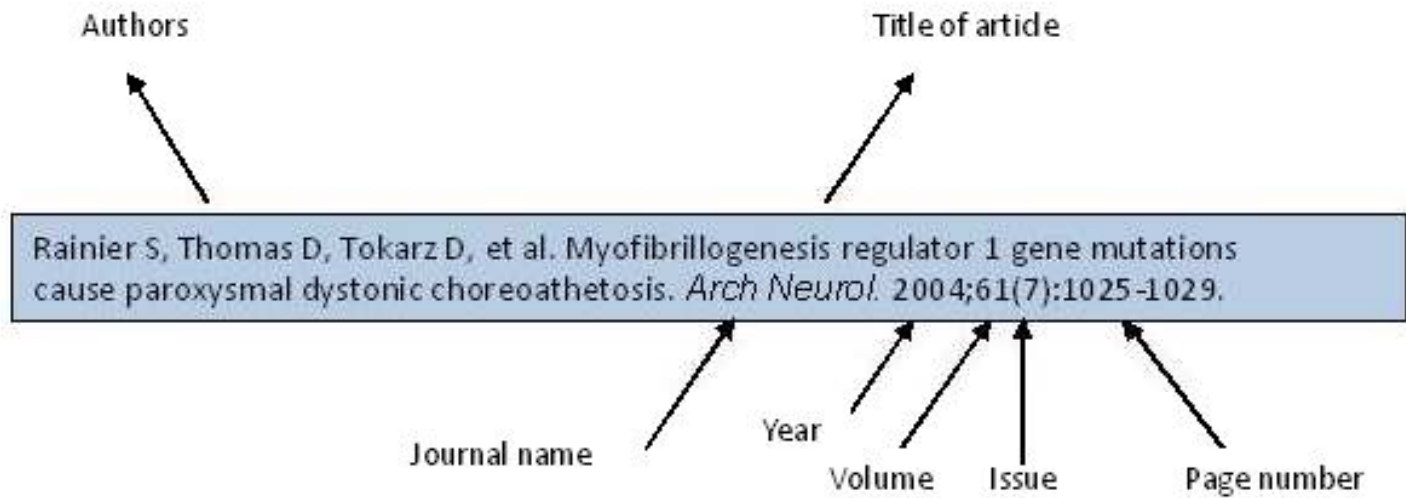
# American Medical Association (AMA) Style Guide



Used by:

- Authors in compiling lists of references for their publications
- Editors in revising such lists
- Publishers in setting reference standards for their authors and editors
- Librarians and others in formatting bibliographic citations

# Journal Articles



# Books

Author



Title



Publisher's city



Publisher

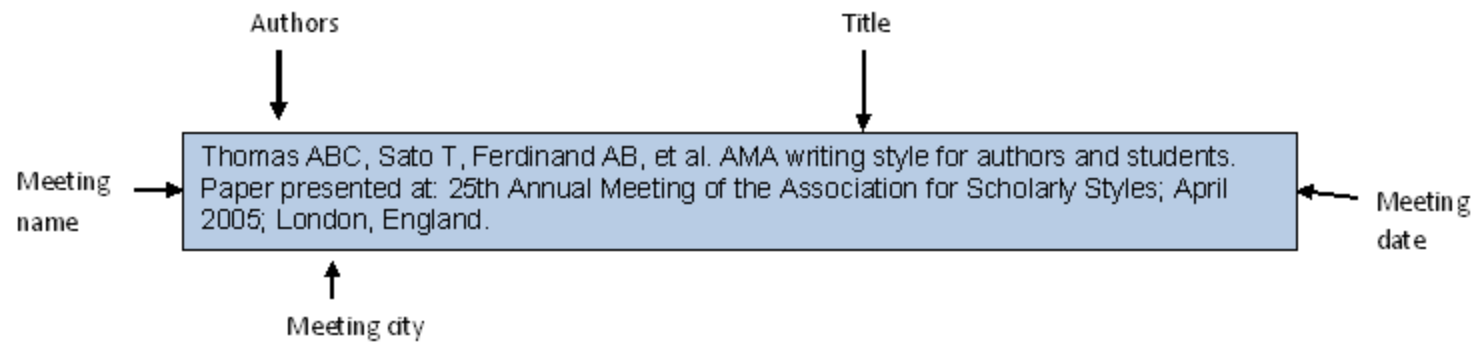


Year

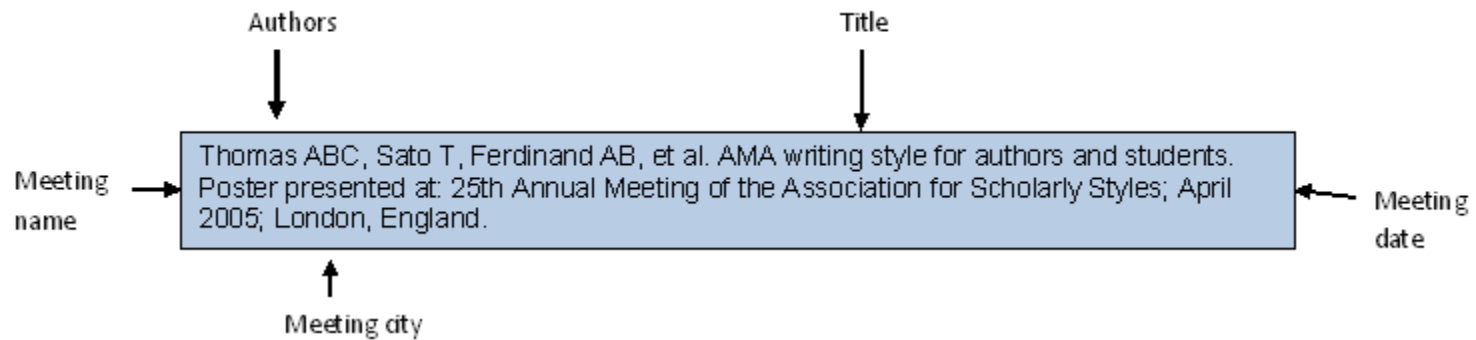


Sacks O. *Uncle Tungsten*. New York, NY: Alfred A Knopf; 2001.

# Papers Presented at Meetings



# Posters Presented at Meetings



# Presentations

## Presentations & Abstracts

### **Invited Presentations**

Title of presentation, Institution

*In reverse chronological order.*

Date

### **National/International Meetings**

Authors, title of presentation. Meeting Name. (Abstract reference if published)

*List name of meeting and location, dates, in reverse chronological order. Include abstract reference. Indicate whether oral presentation or poster & if you were the presenter. Include all authors & **BOLD your name** in list of authors.*

*Indicate any presentations that were peer-reviewed or list in a separate section: Peer-Reviewed Presentations*

Date

### **Local/Regional Meetings**

Authors, title of presentation. Meeting Name. (Abstract reference if published)

Date

## **Journal publications:**

Wright, GA. Eudora Welty's photographic Ethics and aesthetics: The politics of form in one time, one place, and the golden apples. *Southern Quarterly*. Winter 2010;47(2):56-79.

Hyduk A., Croft JB, Ayala C, Zheng K, Zheng Z-J, Mensah GA. Pulmonary hypertension surveillance - United States, 1980-2002. *MMWR Surveill Summ*. 2005;54(5):1-28.

Flyvholm MA, Susitaival P, Meding B, et al. Nordic occupational skin questionnaire—NOSQ-2002: Nordic questionnaire for surveying work-related skin diseases on hands and forearms and relevant exposure. *TemaNord*. April 2002:518.

Keppel K, Pamuk E, Lynch J, et al. Methodologic issues in measuring health disparities. *Vital Health Stat 2*. 2005;(141):1-16.



# Honors and Awards

- Include significant undergraduate honors and awards
- High school is too far back unless it is truly prestigious

## **HONORS AND AWARDS**

- **NIH Individual NRSA MD/PhD Fellowship**, Granted by the National Institute of Neurological Disorders and Stroke (May 2007–Present)
- **Second Place**, American College of Physicians/ASIM research poster competition, Illinois Associates Meeting (May 3, 2007)
- **Participant**, Summer Institute for Statistical Genetics, North Carolina State University (May–June 2006)

## HONORS AND AWARDS

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2009 Gregg Upshur County Medical Society Medical Student Scholarship

- Competitive academic scholarship

2008–present Honors Research Program

2007 Outstanding Community Service

- Dermatology Interest Group, EVMS

2005 University of Virginia Unrestricted Endowed Presidential Scholarship

- Competitive academic scholarship

2002–2005 Alpha Phi Sigma Premedical Honor Society

- Member in Mentorship Program

2002–2004 Gamma Beta Phi Honor Society

2002–2006 University Honors, University of Virginia

## Include or not?

- Admissions Tour Guide
- Radiology Interest Group
- Global Health Awareness Week
- Mattel Children's Hospital

# Work Experience?

- List if they had a meaningful impact on current career choice
- Usually for employment between undergrad and med school
- Paid research should be listed under research



## Other important tips

- 5 minute rule
- Update regularly
- Customize
- Proof read!

# Questions?



# Schedule an Appointment

[www.medstudent.ucla.edu](http://www.medstudent.ucla.edu)

Offices and Resources → Contact Info →  
Schedule an Appointment

or email

[myokota@mednet.ucla.edu](mailto:myokota@mednet.ucla.edu)

[sthakur@mednet.ucla.edu](mailto:sthakur@mednet.ucla.edu)



# Summer Research Opportunities

- Research Opportunities Fair will be held in mid-January
- Short-Term Training Program (STTP) is most common
  - Search for mentors beginning in January/February
  - Applications are due March 30<sup>th</sup> (Friday)
  - Approximate dates June 4 – July 27

# STTP

- 8 weeks of summer research where student co-create a research project
- Must commit to full-time research for full 8 weeks
- Stipend of ~\$400/week
- Present findings at the Josiah Brown Poster Fair