

Preparing a Resume or CV.

The world of the vita comes to us in many forms, in many words--but not so much as it seems. The various terms can sometimes seem to add up to more than the vita itself.

a. "Curriculum Vitae," "Vita," "Vitae," "CV," "C.V.," and "c.v." are all basically interchangeable as terms, and simply mean a comprehensive representation in outline form of your education, professional history, accolades, interests, and other relevant information. A vita is generally created for presentation to a prospective employer, or for a special circumstance, such as an award or promotion, for example. There are no length requirements or limits for a vita.

ADVICE. Of course, words like "vita," which is singular, and "vitae," which is plural, are not interchangeable as words in normal usage. Their interchangeability holds only when they're referring to this document, and even then it is only popular usage that has made it so. People argue the merits and correct usage of the various terms even today, but the truth is that all the permutations of terminology have their adherents, and any one is appropriate in this context. Just be consistent.

- b. A "résumé," or "resume," is a highly abbreviated version of the vita, a summary, and is usually only a single page in length. This is what most recent college graduates will be writing.
- c. A "bio" or a "short bio" is an even shorter version of this information, and is usually in narrative form, rather than outline. It is normally a paragraph long.

ADVICE. Early in a career, a vita and a résumé can often be the same thing. The volume or length of entries is not yet a real factor. Nothing is wrong with this. As a career gets going, however, it is reasonable to think that the vita will expand. But be patient. Whatever you do, don't try to "pad" the vita to make it longer, and therefore seemingly better. Anyone in the field will spot this a mile away. On the other hand, do not leave out anything that fairly and relevantly belongs—that is, don't try to outguess a hiring committee.

Bottom line: As a new college graduate, call it a resume, after professional school or experience then it is expected and accepted to call it a CV.

Fonts and font size are up to the writer. New Times Roman, Times and Arial (11 - 12 pt) are the most common. Do not get funky or try to stand out with font. It doesn't help. Stick to a simple straight format with a minimal amount of eye candy. Remember that your advisors, the preprofessional committee and the medical schools have seen many of these and it will help to leave out the non-essential markings.

"There is nothing worse than a sharp image of a fuzzy concept."--Ansel Adams

Med Obs Format for the Pre-Medical School / PA Resume.

NAME

EDUCATION: Minnesota State University Moorhead (MSUM)
Moorhead, MN
Biology and Chemistry Majors with Biotechnology Emphasis
Expected Graduation in May 200x
(Sciences x.x/x.x; Overall x.x/x.x)

HIGH SCHOOL INFO AS WELL. INCLUDE CLASS PLACEMENT IF WORTH MENTIONING

Some people will include an objective. This is not necessary for medical school. The objective is obvious.

EXPERIENCE:

UNDERGRADUATE RESEARCH

MSUM

ADVISORS FULL FORMAL NAME (YEAR - YEAR)

ROUGH NUMBER OF HOURS/WEEK FOR NUMBER OF YEARS

INCLUDE SUMMER INFO IF APPLICABLE

ACTIVITIES:

	Date	Department	hrs/wk
Medical Volunteer/Experience			
MeritCare Hospital (Fargo, ND)	9/00-present	emergency room	3
Brigham and Women's Hospital (Boston, MA)	5/01-8/01	maternity	10

DO NOT TO FORGET TO INCLUDE YOUR MED OBS EXPERIENCE HERE! THIS IS A BIG SELLING POINT FOR YOU.

Volunteer Activities

This can vary but include your work with a description of the work and a description of the organization. REMEMBER / ASSUME that your readers will NOT know what many of your programs are.

MSUM University Committees		Title	hrs/wk
Honors Committee	9/01-present	student representative	1

Leadership Positions	Date	Title
PreMed Club	8/01-present	President

Clubs/Associations	Date	Title	hrs/wk
Big Brothers/Big Sisters Of America	8/00-present	Big Brother	3

Chemistry Club	8/00-present	member	2
Pre-Med Club	8/00-present	member	1

Athletics	Date
Intramural basketball	9/99-present
Intramural volleyball	10/99-present
Intramural softball	4/99-present

HONORS

2002 Howard Hughes Medical Institute summer student, 2002 Barry Goldwater Scholarship nominee, MSUM Honors Program, Tri-Beta Biological Honorary Society member, MSUM Special Honors Award (2000& 2001), Dean's List every semester, MSUM Upperclass Scholarship (2000-02), 2002 Biology Upperclass Scholarship, 2001 Homecoming Court Nominee

Employment:

Including information here will show a record of hard work persistence and responsibility. BUT be reasonable. Being a paperboy/papergirl while 13 does not add anything to the document. However, being night shift manager of a Burger King does give an insight to leadership and management potential.

PRESENTATIONS

2002 American Society of Biochemistry and Molecular Biology convention poster presentation (New Orleans, LA), 2002 Minnesota Academy of Science oral and poster presentations, 2002 MSUM Student Academic Conference poster presentation, 2001 Minnesota Academy of Science poster presentation, 2001 MSUM Student Academic Conference presentation.

PUBLICATIONS

For all publications and abstracts, use a full reference. Authors (**BOLD** your name) title, journal page volume and year. For those that have manuscripts that are being written then include them and cite it as manuscript in preparation.

ABSTRACTS

Honcho, B.D., **Dog, B.G.**, Provost, J.J. Activation of the extracellular signal-regulated kinase by lysophosphatidic acid involves transactivation of the epidermal growth factor receptor. Proceedings of the Minnesota Academy of Sciences pp.22 Vol.65, No.1, 2001.