A background image of Steve Carell as Michael Scott from the TV show The Office. He is wearing a dark suit, white shirt, and a red and white checkered tie. He has a wide-eyed, enthusiastic expression and his hands are raised in the air, palms facing forward. The background behind him consists of horizontal window blinds. The entire image has a dark, semi-transparent overlay.

Presented by Allison Thompson, MS-4

Let's Build a Medical Student C.V.

Overview

- Residency Application Timeline
- Goals of a CV
- Steps to Getting Started
- ERAS Subheadings
- Examples



A resume for Michael G. Scott, featuring a photo of Steve Carell as Michael Scott. The resume is titled 'MICHAEL G. SCOTT' with the subtitle 'Friend. Boss. Entertainer.' It includes sections for Objective, Outstanding Experience, Achievements, Awards & Triumphs, and The Many Hats of Michael Scott. The resume is presented on a white background with a yellow paperclip and a yellow circular stain.

MICHAEL G. SCOTT
Friend. Boss. Entertainer.

OBJECTIVE: To make a difference. To save lives. To oversee paper sales in a mid-sized market.

OUTSTANDING EXPERIENCE

Regional Manager, 2001-2011 Dunder-Mifflin Sabre (formerly Dunder-Mifflin), Scranton, PA (the cool, fun branch)

- Managed, inspired, and protected an 18-member *family* from a brutal, doggy dog world.
- Maintained the highest sales average of any branch despite weak economy and obsolete product.
- Selected, purchased, wrapped, and bestowed only the best Secret Santa gifts year in, year out.

Founder, Michael Scott Paper Company, 2009-2009

- Successfully undersold Dunder-Mifflin through unfair competition and at-loss pricing strategies.
- Negotiated sale of company to Dunder-Mifflin for a five-figure profit.

Sales Representative, Dunder Mifflin, 1992-2001

- Scranton's top salesman six consecutive years.

Telemarketer, 2007-2007

- Made no sales.

ACHIEVEMENTS, AWARDS & TRIUMPHS

Winner of over 17 Dundies

Numerous Speaking Engagements discussing Michael Scott Management Secrets

Scott's Tots, offering full-ride scholarships to underprivileged students*

Michael Scott's Dunder-Mifflin Scranton Meredith Palmer Memorial Celebrity Rabies Awareness Pro-Am Fun Run Race for the Cure, organized to raise money for Meredith Palmer, rabies victim

Primary Investor in exciting business startup Wuphf.com

Bringing a bit of light into people's lives on a daily basis, always leaving them happy and satisfied**

THE MANY HATS OF MICHAEL SCOTT

COMEDIAN: Improv education; extensive collection of novelty joke items; thousands of hilarious e-mail forwards

FILMMAKER: Wrote, directed, and starred in the feature film *Threat-Level Midnight* (genre: romantic thriller)

MARKETER: Filmed a TV ad for Dunder-Mifflin Scranton which premiered on closed-circuit television in a local bar

ACTOR: Starred in local children's television program *Fundle Bundle* while only a child.

SONGWRITER: Original songs include "Beers In Heaven," "Total Eclipse of the Fart," and "The Diwali Song"

IMPRESSIONIST: Chris Rock, Borat, Ping (Chinese deliveryman), Agt. Michael Scarn, Prison Mike, Date Mike, Michael Klump, Michael Scotch, Blind Guy McSqueezy, Caleb Crowdad, Mykonos (Greek business tycoon)

BOOK WRITER: *Somehow I Manage* by Michael Scott (in progress)

WEDDING PARTICIPANT: Ceremony photography for Jim & Pam Halpert (2009). Groomsman and toast giver.

Residency Timeline



MS1/MS2

- Track projects, scholarships, awards, volunteer activities, etc.

MS3 (end of year)

- Revise CV
- Request LoR, start working on ERAS application

MS4

- Apply to residency through ERAS
- Interviews, rank list, MATCH!

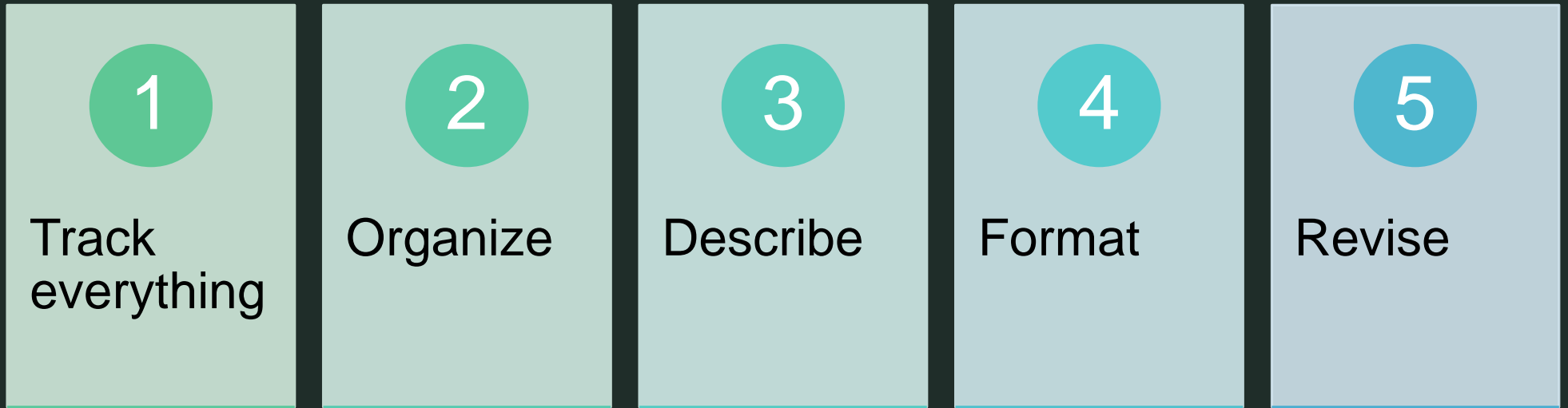
Goals of a (residency application) CV



Make the argument you are the candidate a residency program wants

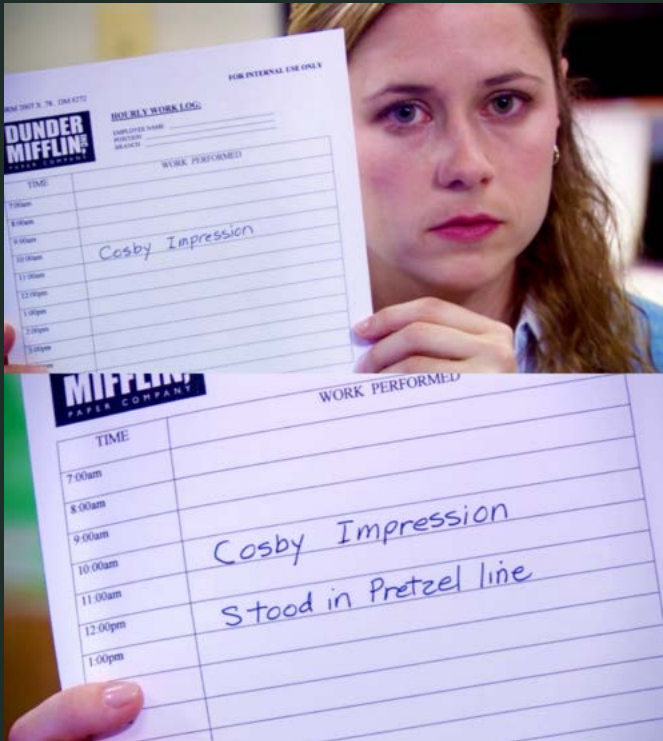


Provide LoR writers with timeline of events to help write you a strong letter



Steps to getting started

Step 1: Track Everything



Volunteer activities



Research projects/publications



Presentations



Awards/Scholarships

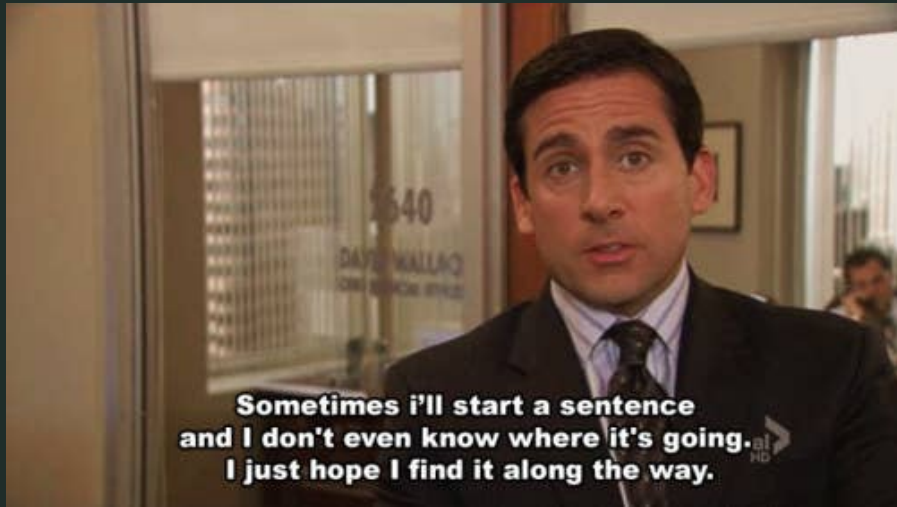


Conferences



Teaching or work experiences

Step 2: Organize



What needs to be included?

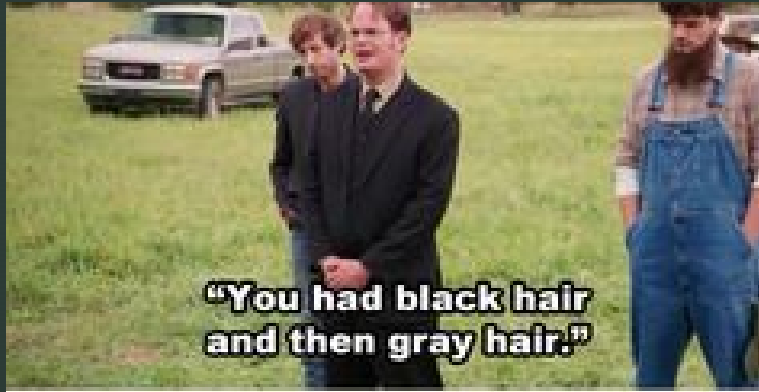
Making Descriptive Headings

Order of Headings



Step 2a: What needs to be included?

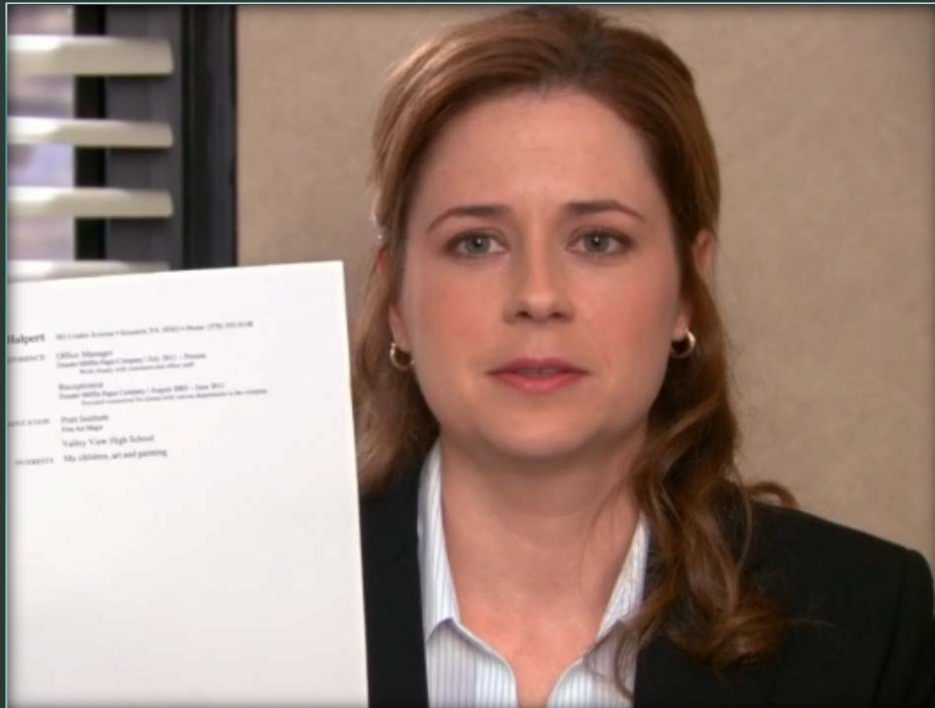
- What would you add to a residency program?
 - Leadership experiences
 - Innovations to the field of medicine
 - Unique experiences



Step 2b: Making Descriptive Headings

- General headings:
 - Education, Experiences, Activities, Awards
- Descriptive headings:
 - Education, Teaching Experiences, Advocacy and Outreach, Publications, Professional Associations, Employment, Conferences, Presentations, Hobbies and Interests

Step 2c: Order of Headings



- Name and contact information
- Education
- Professional Skills
- Outcomes
- Extracurricular activities and Interests

Step 3: Describe



- Concise, yet descriptive wording to relay your role and involvement in different experiences
- Dos:
 - Use bullets or sentence formatting
 - Consistent phrasing/structure throughout
 - “what/where/when/how”
- Don'ts:
 - Acronyms, lying, first person statements

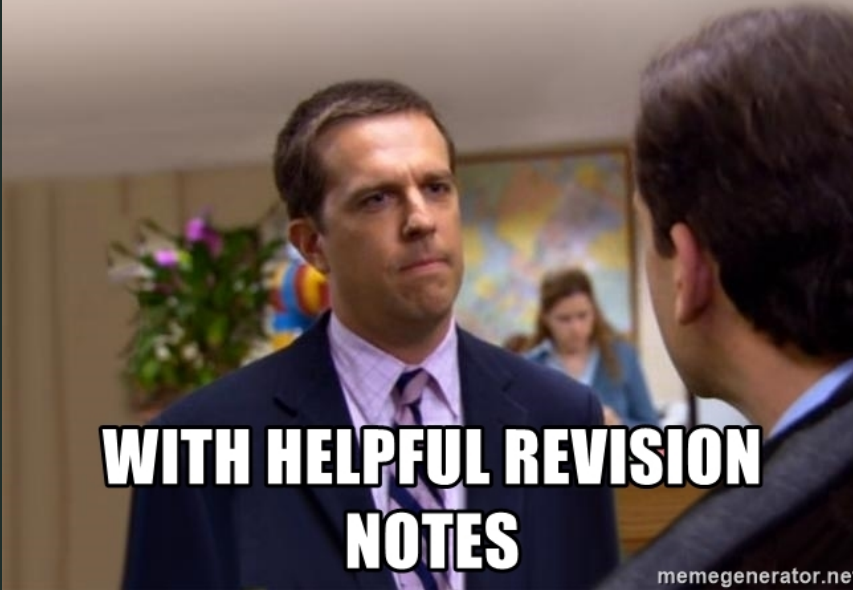
Step 4: Format



- Use plain word document and format yourself
- Font:
 - Use one (professional) and stick with it
 - Size 10-12 for body of CV
- 1 inch margins
- Avoid (if able) sections split over two pages

Step 5: Revise

I'M SORRY IF I ANNOYED YOU



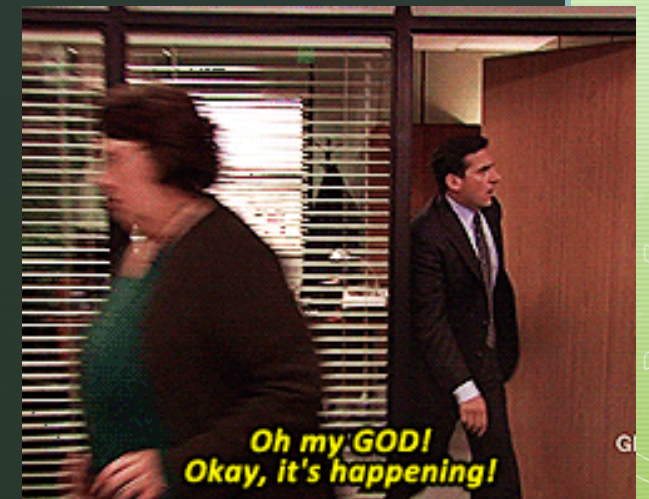
Look at a lot of examples of CVs before you start and as you revise



Have someone in the field of medicine and outside the field of medicine look over it at a minimum

ERAS subsections

- Personal Information
 - Name, Address, BLS/ACLS certifications, AOA and GHHS
- Biographic Information
 - Ethnicity/Language, Military obligations, **Hobbies/Interests**
- Education
 - Higher Education, **Professional Memberships, Awards/Accomplishments**
- Experience
 - Prior Training, **Work Experiences, Volunteer Experiences**
- Licensure
- **Publications**



Some Examples

