**Career Services: CV Information & Template**

**Congratulations!** You are on your way to creating your curriculum vitae (CV)! Your CV is a document that helps list and keep track of important experiences and achievements related to your academic and professional areas.

On the next pages, you will see a CV template for you to customize, complete, and continuously update and navigate throughout your Student Doctor journey and beyond. **Pay special attention to spelling, grammar, structure, conciseness, and accuracy of the information**. **Please do not include any photos or references.** Be sure to edit the header with your name. On the template, you will see we have already placed the KansasCOM education listing for your reference. Although each section has several “Year(s)” spaces, we encourage you to consistently update your CV with all additional necessary and applicable entries in each specific section. Also, please consistently save your CV to your device(s) as you edit and/or update it. Doing so will help you tremendously when completing residency application processes!

**First Name Last Name**

Address  
City, State zip code   
(Area code) phone number  
[email@address.com](mailto:email@address.com)

**Education** *[List in reverse chronological order.* ***Bold*** *only the institution’s name.]*

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**Kansas College of Osteopathic Medicine**, Wichita, KS Year - Present

Doctor of Osteopathic Medicine, anticipated May (insert year)

**Your College/University**, City, State Year(s)

Master's degree name (if applicable; remove if not)

**Your College/University**, City, State Year(s) Bachelor's degree name

**Honors and Awards** *[Receipt of competitive scholarships, names of scholastic honors and awards. List in reverse chronological order* ***Bold*** *the honor or award name. Briefly describe each honor/award with bullet points underneath, if necessary.]*

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Year(s)

Year(s)

Year(s)

**Certifications/Licenses** *[List certifications/licenses in reverse chronological order.* ***Bold*** *the certificate/license name. List certifications/licenses that are completed and active.]*

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Year(s)

Year(s)

Year(s)

**Presentations/Publications** *[List presentations/publications in reverse chronological order. List presentations/publications in appropriate formatting using most current APA format. Briefly describe presentations or publication with bullet points underneath, if necessary.]*

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**Presentations:** (List under here; intended for presenting (not attending) at conferences or other significant professional medical events/gatherings)

**Publications:** (list under here; **Bold** your name in publication title. Listed in APA format)

**Research Activities** *[Note: Medicine-related experience only. List in reverse chronological order.* ***Bold*** *the Research Activity. Briefly describe each activity with bullet points underneath.]*

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Year(s)

Year(s)

Year(s)

**Educational & Leadership Activities** [*List in reverse chronological order.* ***Bold*** *the Educational/Leadership activity. Ex: Student Organizations, Student Government Association, etc. and applicable roles. Briefly describe each activity and your role with bullet points underneath.]*

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Year(s)

Year(s) Year(s)

**University Service** *[List involvement and roles in university or department committees or processes. List in reverse chronological order.* ***Bold*** *the service name. Briefly describe each service with bullet points underneath.]*

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Year(s)

Year(s)

Year(s)

**Community Service** *[List involvement and roles in community service and provide bullet points with brief explanation of service event, purpose, and outcomes. List in reverse chronological order.* ***Bold*** *the service name. Briefly describe each service with bullet points underneath. Ex: if you volunteer somewhere consistently from 2022-2024, follow the outline above but list the years on the right-hand side. When describing the nature of the service, notate the approximate # of hours you have served.]*

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Year(s)

Year(s)

Year(s)

**Professional Employment** *[List any professional employment experiences in reverse chronological order.* ***Bold*** *the employment name. Note: do* ***not*** *list addresses, contact info, etc. Briefly describe each employment and your role with bullet points underneath.]*

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Year(s)

Year(s)

Year(s)

**Professional Memberships and Activities** *[List these, in groupings by professional organization, in reverse chronological order.* ***Bold*** *the membership name. Please list any leadership positions and other positions held, if any. Briefly describe each membership/activity with bullet points underneath. Note: This section is* ***not*** *for university student organization memberships* ***–*** *list those in “Educational & Leadership Activities” section]*

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Year(s)

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