**Your Name**

Your Address

Your Phone Number

CWRU or professional-sounding personal email

**How to use this document:**

* Use these section headers and follow red instructions.
* Swap in your own information and delete all information from the sample CV.
* Create submission CV by deleting all sections for which you have no entries and deleting all instructions. Always submit CV as pdf.
* Save a master working document with your data and all section headers and instructions for future CV updates.
* See video on student affairs web page for more specific instructions and FAQs.

**EDUCATION** (*reverse chronological or chronological—either is OK)*

2023–2027 Case Western Reserve University School of Medicine

* Doctor of Medicine (expected)
* USMLE Step 2 (include if good)
* Pathway (if one was done and you want to highlight)

2018-2022 University of Anywhere

Bachelor of Arts

* Major in Medical Anthropology
* Minor in Spanish
* Thesis Title: “Birth in Three Countries”
* GPA (include if good)

**HONORS AND AWARDS** (*reverse chronological*, *specify awarding org. so the reader knows what it is)*

2023-2027 Case Western Reserve Univ. School of Medicine Dean’s Scholarship

2025 CWRU School of Medicine Medical Student Research Day Poster Prize

2024 CWRU School of Medicine Dean’s Summer Research Award

2022 University of Anywhere Graduated cum laude

2021 University of Anywhere Dr. Lancelot Summer Research prize

2021 All Conference Division III Sport

2020 Fraternal/Sorority of State Prize

2020 University of Anywhere Department of Field Something Award

**WORK EXPERIENCE** *(reverse chronological)*

*Employer, City, State*

* *Description*

2022-2023 Scribe America

* Worked as scribe for emergency medicine physicians, reviewing chart, writing clinical note, and entering orders

Summer 2021 Health Information Thinktank

* Analyzed CMS claims for End Stage Kidney Disease
* Produced reports for third party payers
* Presented reports to internal staff and clients

**RESEARCH EXPERIENCE** (*reverse chronological*)

*Institution, Department*

*PI:*

*Project: “Title”*

* *Description of your role(s)*
* *Output*
* *Any awards*

2024-2026 Cleveland Clinic, Musculoskeletal Institute, Spine Center

PI: Thomas Mroz, MD

Project: “Teaching Neurosurgery Residents to Place Pedicle Screws on Cadaveric Specimens”

* Wrote an IRB
* Designed an educational program
* Observed and measured resident performance
* Participated in data analysis

Summer 2024 University Hospitals Cleveland Medical Center, Department of Orthopaedics

PI: Nicholas Ahn, MD

Project: “Patient Characteristics That Determine Poor Patient Outcome in Lumbar Spine Decompression”

* Analyzed patients in a Worker’s Compensation database
* Performed statistics using SAS Statistical Software
* First author manuscript in preparation
* Received funding from the Dean’s Summer Research Award

2020-2021 University of Anywhere, Department of Medicine

PI: MB Smith MD, PhD

Project: “Investigating the Role PC12 cells in blah, blah, blah Using HPLC and Western Blots”

* Researched second messenger signaling in PC12 cells
* Maintained cells in culture and completed Western blots
* Co-authored two manuscripts, including one as first author
* Received Dr. Lancelot Summer Research prize

**TEACHING EXPERIENCE** *(reverse chronological)*

*Role, Name of Course*

*Institution*

*Course Director:*

* *Describe your role*

2026 Clinical Skills Preceptor, Foundations of Medicine and Health

(Anticipated) Case Western Reserve University School of Medicine

Course Director:

* + - * Facilitated communication workshops for first year medical students

2026 Small Group Facilitator, IQ Teams

(Anticipated) Case Western Reserve University School of Medicine

Course Director:

* + - * Facilitated small group problem-based learning for second year medical students
      * Completed weekly student evaluations

**INSTITUTIONAL SERVICE** *(reverse chronological)*

*Organization, City, State*

* *Description*

2023-2025 Student LCME Subcommittee, Case Western Reserve University School of Medicine

* + - * Appointed School of Medicine Representative to the LCME Self-Study
      * Polled student body on perceptions of curriculum and administrative support for re-accreditation study

**COMMUNITY SERVICE** *(reverse chronological)*

*Organization, City, State*

* *Description*

Summer 2024 Robbins John Hay High School Bridge Program, Cleveland, OH

* Wrote problem-based learning (PBL) cases for high school students
* Facilitated PBL groups

Spring 2023 Boy’s and Girl’s Club, Cleveland, OH

* Mentored students on healthy lifestyle choices

**LEADERSHIP** *(reverse chronological)*

*Organization, Institution*

* *Role*
* *Description*

2024-2025 PEOPLE in Medicine, CWRU School of Medicine

President

* Wrote new curriculum on the healthcare for LGBTQ+ patients
* Facilitated discussions with curricular administrators
* Managed budget and organized speakers

**BIBLIOGRAPHY** *(Published or accepted for publication; number within each section and in* ***CHRONOLOGICAL order****) NOTE: publication #1 will always be your very first publication, last on list may be “in press”; if you include articles under review, do not specify journal since it might be published elsewhere.*

Peer Reviewed Articles *Use full formal citation with PMID if available*

*Authors (Last name First Name Initial [Bold your name]). Article title. Abbreviated Journal Title. Year Month Date; Volume Number (Issue Number): Inclusive Pages. PMID: ID# (if no PMID, then “in press”)*

1. **Last Name SA**, Smith MB. “Second Messenger Signaling in PC-12 Cells” *J Cell Physiol.* August 4, 2016. PMID: 1234567
2. Smith MB. **Last Name SA.** “Third Messenger Signaling in PC-12 Cells” *J Irreproducible Results*. August 4, 2018 PMID: 1342578

Oral Abstract Presentations *(if published, list both the meeting and the formal citation as one entry)*

*Last name first and middle initial of all authors. Bold your name. “Title” Conference Name; city, state (Year). (Clearly state your role)*

1. Mroz, T, **Last Name SA,** Belding J. “Safely Teaching Residents to Place Pedicle Screws” Society of Spine Surgeons; St. Louis, MO (2021). (Oral presentation delivered by Dr. Mroz)

Poster Presentations  *(if published, list both the meeting and the formal citation as one entry)*

*Last name first and middle initial of all authors. [Bold your name.] “Title” Conference Name; city, state (Year). (Clearly state your role)*

1. **Last Name SA,** Smith MB. “A Novel G Protein Expressed in PC12 Cells” Society of Neurobiology; Cleveland, OH (2015). (Poster presented by Last Name, SA)

Book Chapters

*Author. Title of Book. Edition. Place of Publication: Publisher; Date. Name of Part Number of Part, Title of Part; Location of Part.*

1. Brown C., **Last Name SA,** Principles of Critical Care. 4th ed. Chicago: Springer; 2020. Chapter 14, Acid Base in the ICU; p. 1103-33.

Non-Peer Reviewed

*Use appropriate NLM style*

**MEMBERSHIPS**

Society for Academic Emergency Medicine

American Orthopedic Association

American Medical Association

**Languages:** fluent in Spanish, Mandarin, and Pig Latin

**Interests:** marathon running, poetry, travel, English literature