



Getting Ready for the Road to Match:

CV *Workshop*

presented by Dakota Bibbs

What is the difference between a resume and a CV?



A full history of your academic, professional, and personal credentials



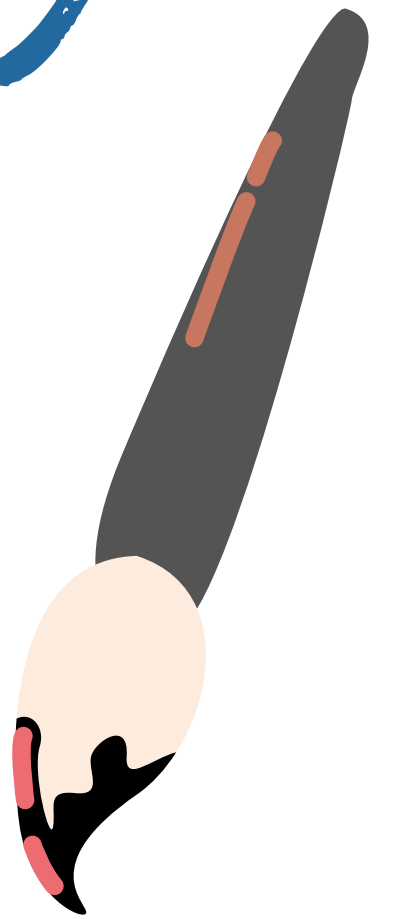
a concise, abbreviated picture of your skills and qualifications tailored for a specific position.

When you fill out a job application and they ask if you have any special skills



Your **CV**
is a visual guide to
who you are.

Take your time and make it a masterpiece.



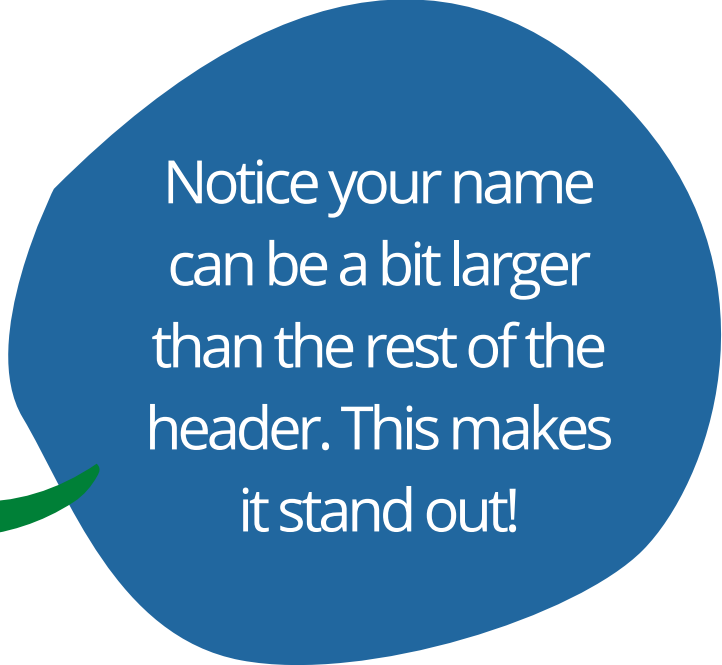
How do I structure my CV?

1. Header:

Nicholas Dakota Bibbs

2500 North State Street
Jackson, MS 39216

Phone: (901) 288-8070 **Email:** nicholasdbibbs@gmail.com



Notice your name can be a bit larger than the rest of the header. This makes it stand out!

2. Education

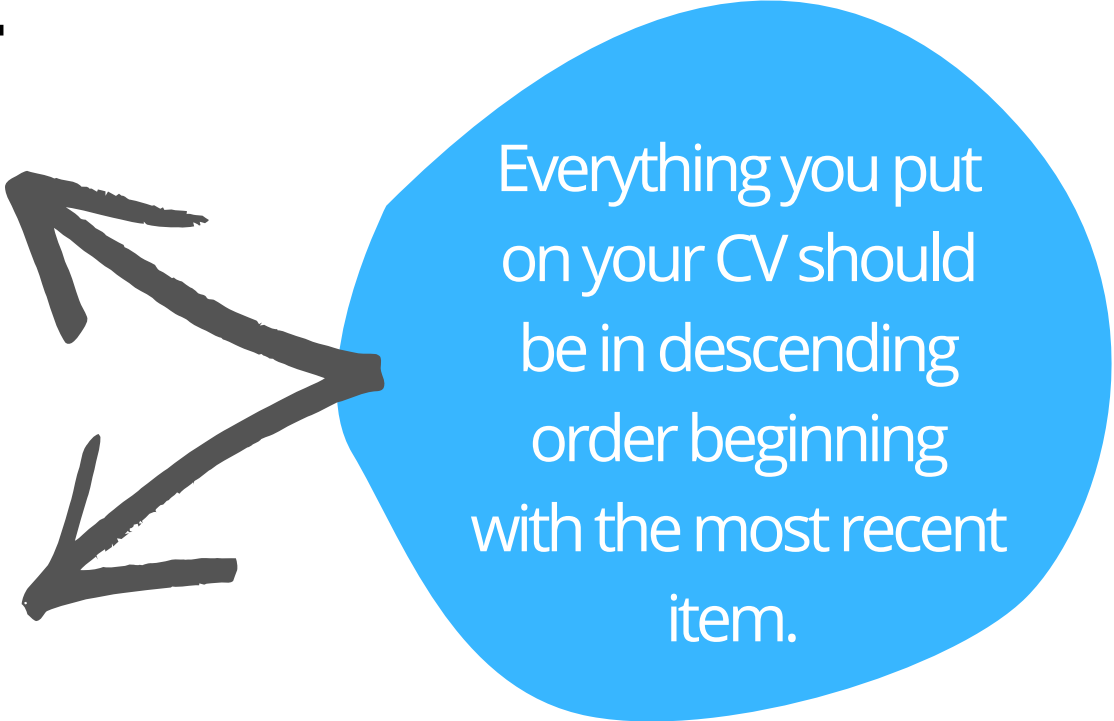
Education

Arkansas Tech University

Master of Science in College Student Personnel
Graduated May 2016

Mississippi College

Bachelor of Arts in Psychology
Minor in Spanish (Proficient in Spanish)
Graduated May 2014



Everything you put on your CV should be in descending order beginning with the most recent item.

How do I structure my CV?

3. Experience

Experience

University of Mississippi, School of Medicine, Jackson, MS

Academic Counselor, January 2021–Present

- Monitors student academic performance and counsels students on how to improve their academic performance
- Facilitates an immersive online course that focuses on the science of learning, time management, study methods, test taking strategies, and self-efficacy
- Established a robust network of resources focused on medical student success
- Developed two summer enrichment programs for high school students

Northwest Rankin High School, Flowood, MS

Spanish Teacher, July 2020 – December 2020

- Developed curriculum to enhance student understanding and critical thinking skills
- Executed innovative and effective instructional methods to improve student performance
- Mentored at-risk and struggling students to achieve academic success
- Implemented dynamic instructional leadership in coordination with district and state standards

When listing responsibilities of positions make sure to use no less than 2 and no more than 4 bullet points. 3 is the magic number.

Concise, descriptive clauses that highlight what you have accomplished are essential. Learn to sell yourself in a positive and creative way.

How do I structure my CV?

4. Research

5. Presentations/Publications

6. Licensure/ Certifications

7. Leadership Experience

8. Service

9. Extra Curricular Activities

10. Professional Associations

11. Honors/Awards

12. Hobbies/ Interests

Use the same citation format throughout

Only include the issue date.

No more than 3 and be specific!

Here is a list of headers that are typically included but do not have to be. (Don't panic if you do not have something for every category listed here. They are suggestions.)

The rest of your CV can be structured in whichever order you prefer. Be intentional with how you choose to structure and place each category.

What should I do to make my CV shine?

Explain and express yourself well.

Include everything that you think is important. (Even pertinent experiences from undergrad.)

Be concise.

Make sure that your formatting is uniform. (Each section should be formatted the same.)

List every item in reverse chronological order.

What should I *avoid* doing on my CV?

Sprinkle unnecessary spaces throughout.

Leave your text unevenly aligned to the left or right.

Use vague language

Use paragraphs to explain your experiences

Go beyond 5 pages (if you can help it).

First M. Last
123 Main Street
Baltimore, MD 21201
(410) 706-7476

Sample
CV

EDUCATION

University of Maryland School of Medicine, Baltimore, MD **Expected May 2020**
M.D./Ph.D. Program (Medical Scientist Training Program) **July 2014-May 2017**

- PhD in molecular medicine

Masters in Public Health **May 2018**

- MPH Capstone project: "Disparities in wheelchair access Inner City Baltimore"

Georgetown University, Washington D.C. **May 2011**
Post-Baccalaureate Premedical Certificate

University of Maryland, College Park, MD **May 2010**
B.S in Psychology; B.S. in Biology

EMPLOYMENT

University of Maryland School of Medicine **January 2018-present**
Research Assistant

- Performs laboratory research projects, including molecular biology techniques such as PCR, cloning, and antibody expression and characterization.

Baltimore Coffee and Tea **2013-2015**
Manager

RESEARCH EXPERIENCE

University of Maryland School of Medicine **Aug 2016-present**
Department of Neurology
PI: Whatami Doing M.D., Ph.D.
Medical Trainee

- Clinical project examining the changing attitudes of UMSOM graduates towards fellowship training

University of Maryland School of Medicine **July 2014-June 2017**
Department of Psychiatry
PI: Hello ToU Ph.D.
Graduate Student

- Investigating the role of YOLO in the central nervous system reward centers. Two manuscripts in preparation

PUBLICATIONS

Peer Reviewed Journal Articles

1. Kessler JM, **Lastname FN**, Levine MA. A pilot survey to define quality in residency education. *Acad Med* 2000; 75:71-73. PMID: 123456
2. Friendman D, **Lastname FN**. Cocaine-induced pseudovasculitis. *Mayo Clin Proc* 2005; 80: 671-673. PMID: 111222334

Peer Reviewed Journal Articles/Abstracts (Other than Published)

1. Moana E, **Lastname FN**, Ariel G. Use of water therapy in happiness and quality of life. *J of Good Mood*, accepted 5/2018.

Chapters

1. **Lastname FN**, Moana M. "Happiness." *The Book of Feelings*. Ed. Walt Disney. Orlando: Disney Publishing, 2018. 110-115.

Peer Reviewed Abstract

- **Abstract**
 - **Poster which was presented by another person**
1. **Lastname FN**; Beauty B; Beast T. Hypoglycemia in ECT. *Endocrine Case Reports* 2017; 23:43. URL. <http://endocrinesociety.org/abstract/2017>

Poster Presentation

1. **Lastname FN**; Peter P; Lostboy T. Malignant melanoma of the cuticle. Poster presented at: 2015 Dermatology Society Meeting ; March, 2015; Boston, MA.

Oral Presentation

1. **Lastname FN**. The role of wellness in medical school curriculum. Annual Meeting of the Minds; June 2017; Ann Arbor, MI.

LEADERSHIP

University of Maryland School of Medicine **Aug 2016-present**

President, Psychiatry Interest Group

- Organized lunch talks, panel speakers and film screenings on various topics in psychiatry

University of Maryland, College Park, MD

Varsity Tennis Captain

VOLUNTEER EXPERIENCE

University of Maryland School of Medicine

Tutor, ABAE (A Bridge to Academic Excellence) **Feb 2013-April 2013**

- Tutored Baltimore City high school students in biology and language arts

Helping Up Mission

- Participated in Soup Kitchen services 4 evenings per month **July 2016-present**

PROFESSIONAL SOCIETY MEMBERSHIPS

American Medical Student Association

2011-present

American Academy of Physicians

2011-present

HONORS AND AWARDS

- Dean's List for 8 semesters, University of Somewhere **2006-2010**
- Somewhere Scholar's Program **2006-2010**
- Alpha Omega Alpha (AOA), University of Maryland School of Medicine **Fall 2017**
- Award for Recognition of Volunteer Activities in Baltimore Soup Kitchen **Fall 2016**
- Summer Research Grant, Center for Summer Studies **2012**
- Radiology Society Award for Research **2018**

HOBBIES OR INTERESTS

- Fluent in Spanish and Farsi

Questions?

**For individualized help you can
email me at nbibbs@umc.edu**

OR

**schedule an appointment with
me at calendly.com/nbibbs**