Document Formatting (CV and Personal Statement)
PDF format
Text font: 11-point Times New Roman, Georgia, Helvetica or Arial
Headings: Use same font. Can be slightly larger and boldfaced to set off sections
Margins: A minimum of 0.75 inches (1.9 cm) at top, bottom, left and right
Spacing: Single-spaced text, with at least one space between sections (make it easily readable)
Alignment: All text flush to the left margin. No indent for paragraphs. Major headings can be centered.

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Your Curriculum Vitae
A good Curriculum Vitae (CV) must provide all the necessary identification, contact, educational and professional background information necessary for a program director to fully evaluate you as a candidate – and to do so as clearly and concisely as possible. It also should present you in as favorable a light as possible, so your significant achievements, skills and capabilities – not just the facts and figures – should receive prominent attention. However, take care not to misrepresent your background or achievements. Lying on a CV can amount to a professional "death sentence." Strong verbs (what you have done) are preferred over adjectives (over-embellishment). Whenever possible use the "active" not "passive" voice: that is: start sentences with a verb to indicate what you've done/accomplished. An example: Don't say, "Was honored for excellence in patient care" (passive); do say, "Delivered effective and compassionate patient care, winning recognition . . ." (active). Never use the word "I" in a CV.

CV Heading
Should be centered and include, on one line each, your full name (larger, 14-point and boldface), address, state/country, one or more reachable phone numbers, and your email address.

Objective
You should include a one-sentence section indicating the medical specialty you wish to pursue and the type of career your education and training you hope that will lead to.

CV Organization

Each section thereafter should have its own heading. You may wish to center the major ones (for example, Education, Professional Experience), and set them off by capitalizing and boldfacing. Headings for sections that fall under the major headings can be flush to the left margin and boldfaced or underlined. If you are a recent medical school graduate, the Education section should come first; if you have been practicing or have held professional positions for several years, that section should come first. Following the manner in which the ERAS application is organized is a good approach.

Medical Education

List the medical school or schools you attended (separate lines if more than one), the dates you attended, the degree(s) you received, and the date you received your degree. Under each school, list any awards you received, membership in honorary/professional societies, and other significant and relevant achievements. You may also include, below that – particularly if you were a pre-med student – your undergraduate school(s), dates attended, and your degree(s), with dates received.

Licensure, Certifications, Examination Status

In this section you should list, each separately, any post-medical graduation certification or license you have received, including its name, the institution/agency that issued it, a brief description (if not widely recognized), and the date it was received. In a separate entry, you should list your ECFMG status and USMLE examination pass/pending status for each step, and the number of attempts taken for passing each step.

Professional Experience and Training

If applicable, include in this section any post-medical graduation training programs in which you are currently enrolled, or have completed/participated in; and any professional positions you have held. Each should be listed separately, in reverse chronological order (most recent first). Each entry should include the name and location of the institution, the name of the program or position involved (including your title and position if any), and a brief description of your duties, responsibilities or training areas. You should include a start and end date for each entry. And under each entry, you should include (bullet-point format is a good approach) any of your significant honors, awards and professionally relevant achievements.

Research & Volunteer Work

In this section list the research projects you have worked on, or the volunteer work/assignments you have undertaken – research first, volunteer roles second, and each listed separately in reverse chronological order. Include the same information as for Professional Experience and Training: institution and department, position and title, start and end date, description, and any honors and achievements.

Publications and Presentations

Include separate sections and entries for any peer-reviewed journal articles or abstracts, and for any presentations and posters. Each should include co-authors, title/topic, publisher/conference venue, very brief description, PubMed citation and PMID number (if applicable), and date published/presented.