



AMO: GUIDE TO WRITING A STANDOUT CV

The curriculum vitae is a reviewer's first impression of you. A strong CV on your residency applications can help you secure a residency interview invitation.

How to Write Your CV

While there is no set length, CVs are traditionally longer than resumes and include all information relevant to your medical education and career. Because of its length, organization is important to keeping CVs clear and easy for residency directors to read.

Use the following suggested sections to keep your CV well organized:

1. Contact Info

The header of your CV should include your full name and contact information, including your phone number, address, and email.

2. Educational Background

Beginning with the most recent institution first, list your academic history. As you fill out this section, be sure each entry is organized the same and includes institution name and location, field studied and degree earned, and graduation year (or expected year).

3. Work History

Format your work history background in the same way as your education background. The information listed in this section must include:

- Employer name and location
- Position title
- Employment dates
- A brief, bulleted overview of your responsibilities

***IF YOU DO NOT HAVE WORK EXPERIENCE, DO NOT WORRY.**

Residency coordinators and directors are aware that work experience is uncommon among international applicants. In that case, this may be a good section to list your clinical rotations like those that AMO offers.

4. Professional Affiliations and Honors

Are you involved in any professional organizations? Be sure your CV highlights your involvement and includes the organization or committee name, your position or title, dates you were involved, and significant achievements or responsibilities.

5. Achievements, Publications, and Presentations

An achievements section highlights any publications you have through academic work or clinical research rotations. This section can also include any conference presentations you have done.

Formatting publications should follow AMA style guidelines.

6. References

If you have communicated with contacts willing to be a reference, include them with permission at the end of your CV with their name, position/title, phone number, and email.

This section is not mandatory, as your uploaded letters of recommendation will act as references for your application.

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