

# Overall tips for your Résumé

Please consider the following guidance as you build your résumé.

## General Tips

- **May be four pages:** Since the EVMS Medical Master's Program does not conduct applicant interviews, the résumé document may be up to four (4) pages in length.
- **Contact information** belongs on the first page only.
- **Don't add references** to your résumé. That's what your letters of recommendation are.
- **Don't add Relevant Coursework** as the Admissions Committee will have access to your transcript(s).

## Activity Tips

- **List activity hours and type:** Include total completed hours for each activity. If you list any activity that included both shadowing & volunteering, indicate how many hours of each were completed.
- **Use descending chronological order:** Make sure all entries are in descending chronological order beginning with the most recent activity.
- **Don't duplicate your activities across sections.** Choose the most appropriate section for the activity and place it there.
- **List leadership roles:** If you held a leadership role or position, indicate that within the activity description.

# **Your Name Here**

123-456-7890 / [MedMasterResume@sample.edu](mailto:MedMasterResume@sample.edu)

1234 Successful Way / Any City, US 12345

## **EDUCATION**

**University of Virginia**, Charlottesville, VA

Bachelor of Science in Chemistry

May 2019

- GPA 3.76, Magna Cum Laude, Dean's List Spring 2019

## **MEDICALLY RELATED/CLINICAL SHADOWING EXPERIENCE**

### **Student Intern**

June 2018–Present

Sentara Heart Hospital, Department of Cardiac Surgery (50 hours total: 30 shadowing, 20 volunteering)  
Norfolk, VA

- Observe a variety of cardiac and thoracic surgeries such as cardiac catheterization, angioplasty, stent placement, and open heart surgery
- Shadow doctors in the Cardiac Surgery ICU and witnessed doctors monitoring vitals, explaining procedures and prognoses to patients and families, and doctor and nurse interactions
- Attend lectures and grand rounds
- Make beds, help patients to rooms, clean areas

### **Clinical Shadowing Participant**

January-April 2017

Dr. Christine Smith, M.D. (Internal Medicine)

(50 hours total)

Norfolk, VA

- Observed taking patient histories and physical examinations
- Read and discussed research papers on community health issues
- Gained experience in the diagnostic process, differential diagnoses, and patient counseling

### **Clinical Shadowing Participant**

October – December 2016

Dr. Mark Jones, M.D. (Reconstructive Orthopedic Surgery)

(45 hours total)

Charlottesville, VA

- Observed a variety of orthopedic surgeries including computer assisted hip and knee replacements
- Shadowed surgeons in the orthopedic outpatient center and intensive care unit
- Observed rounds and diagnosis discussions
- Participated in weekly surgical team meetings to review and discuss upcoming cases

## **RESEARCH EXPERIENCE**

### **Research Assistant**

September 2012 – January 2013

University of Virginia Hospital, Department of Neurology

(100 hours total)

Charlottesville, VA

Dr. John Doe, Ph.D. – PI

- Assisted in study of HIV-1 expressed protein, Nef, thought to help establish persistent infection leading to HIV-dementia
- Techniques utilized included: mini-and maxiprep, PCR, restriction digest, agarose gel electrophoresis, and spin column purification of recombinant adenovirus

**Research Program Support Assistant**  
University of Virginia School of Medicine  
Charlottesville, VA

June – August 2011  
(20 hours total)

- Programmed and conducted experiment concerning neural control of decision timing
- Analyzed data using Matlab statistical software
- Produced 20-page report of findings
- Attended weekly lab meetings

### **COMMUNITY SERVICE EXPERIENCE**

**Mentoring Assistance Peer Program (MAPP) Mentor**

August 2011 – May 2013  
(200 hours total)

University of Virginia, Charlottesville, VA

- Counseled and mentored two chemistry freshmen by providing academic and personal development skills and support, as well as serve as liaison to university student support services
- Implemented with a team of other mentors various academic, cultural, and service based enrichment events/programs for freshmen mentees throughout academic year

**Hospice Volunteer**

June 2007 – August 2007  
(50 hours total)

Odyssey Hospice, Charlottesville, VA

- Visited patients at assisted living facilities 2 days/week
- Provided companionship to the patients
- Assisted family members and caretakers with daily care including bathing patient and preparing meals

### **EXTRACURRICULAR ACTIVITIES**

**Academic Affairs Committee Co-Chairman**

May 2012 – May 2013  
(48 hours total)

University of Virginia Student Government Association, Charlottesville, VA

- Collaborated with senior administration to improve course evaluations for undergraduate students
- Proposed administrative policy change that would allow graded credit for civic service internships

**Publicity Committee Representative**

August 2010 – May 2013

University of Virginia: Milton S. Eisenhower Symposium, Charlottesville, VA (50 hours total)

- Recruited prominent world leaders to conduct lectures and publicized the events to the student body
- Shifted focus on advertising towards social media to reduce cost and environmental waste by 30%
- Increased lecture attendance by 150%, maintaining an average attendance of ~550 people

**Varsity Field Hockey Team Member**

August 2011 – May 2013

University of Virginia, Charlottesville, VA

- 1<sup>st</sup> string, right wing forward on varsity team
- Committed 25 hours per week to field hockey, while maintaining a good GPA

### **PERSONAL INTEREST/HOBBIES**

- Avid kayaker and knitter
- Enjoy outdoor activities
- Enthusiastic baker