**CV CHECKLIST**

Use this checklist when writing and editing your CV.

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| Format | ☐ Follow a standard format – consider using the template at [education.uwmedicine.org/career-advising/resources/cv/](https://education.uwmedicine.org/career-advising/resources/cv/)  ☐ Provide enough spacing so that content is easy to read |
| Spelling & Grammar | ☐ Spell check and proof-read to catch common errors |
| Abbreviations & Acronyms | ☐ Preferably write the complete name for every entry  ☐ If using an abbreviation/acronym, first write the full name for the initial entry, along with the acronym/abbreviation; from there you can use the shortened version |
| Reverse Chronological Order & Age of Entries | ☐ Enter experiences in reverse chronological order - most recent to oldest  ☐ Include any relevant entries from your undergraduate experience and the time between college and medical school  ☐ Double check for past tense and present tense. |
| Section Headings | ☐ Education heading comes first  ☐ Place the rest of headings in order of the most relevant to your specialty or the strongest qualifications first. Or follow the order on the template. |
| Action Verbs | ☐ Start every bullet point with a strong verb that demonstrates a skill  ☐ Diversify action verbs; use this resource for help: <https://careers.uw.edu/resources/resume-action-verbs/> |
| Quantify | ☐ Quantify as often as possible. E.g., how many high school students attended the workshop? How many people did you support at the Foot Clinic? |
| Writing bullet points as accomplishment statements | ☐ Add 2-4 bullets per entry.  ☐ Bullet points should describe skills, responsibilities, and key accomplishments. What impact did you make? What improved because of your engagement?  ☐ Describe populations served, skills gained, projects completed, etc.  ☐ Create sub-theme headers to organize your experiences E.g., mentorship or teaching experience |

**Bullet Point Examples**

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| **Weak Statement** | * Responsibilities included helping with fall prevention measures | |
| **Accomplishment Statement** | * Designed and facilitated a low-impact exercise class for seniors in which participants learned balance and strengthening exercises with the goal to decrease incidences of falling. | |
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| **Weak Statement** | * Helped out with men’s support group | |
| **Accomplishment Statement** | * Co-facilitated a weekly support group for 25 men experiencing homelessness, incorporating meditation and breathing techniques to lower stress. | |
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| **Weak Statement** | * Designed a feedback survey for surgery residents. | |
| **Accomplishment Statement** | * Planned and implemented the first statewide satisfaction survey, using multiple data collection methods, to elicit feedback from 200 first-year surgery residents. | |