

TEXAS COLLEGE OF OSTEOPATHIC MEDICINE RESUME/CV GUIDE



**Examples and guidance in
constructing a well-made resume.**

UNT Health
FORT WORTH

**CAREER
READINESS CENTER**

FAQ

What is the difference between a resume and a CV?

A resume is a concise, tailored document used for most jobs, internships and professional opportunities. It highlights the most relevant education, experience, skills and accomplishments for a specific role.

A CV, or curriculum vitae, is a more detailed document used for academic, research, clinical, higher education, fellowship, grant or some international opportunities. It may include research, publications, presentations, teaching, clinical experience, certifications and professional service.

In general: a resume is brief and targeted; a CV is longer and more comprehensive.

How long should my resume or CV be?

Most student and early-career resumes should be one page. A two-page resume may be appropriate if you have extensive relevant experience, clinical training, research, publications or several years of professional work history.

A CV can be longer because it provides a fuller record of your academic and professional background. The length depends on your experience and the purpose of the CV.

What sections should I include?

Most resumes should include contact information, education, experience and skills. Additional sections may include certifications, clinical experience, research experience, volunteer experience, leadership, projects, relevant coursework, honors, presentations, publications or professional memberships.

A CV may include many of the same sections but often gives more detail about academic, research, clinical, teaching, publication, presentation and service experiences.

What should be included in my contact information?

Include your name, phone number, professional email address, city and state, plus a LinkedIn or professional portfolio link if relevant. You do not need to include your full street address.

Should I use a template?

It is best to avoid highly designed templates, especially those with columns, text boxes, graphics, icons, photos or unusual fonts. These can be hard to edit and may not be read correctly by applicant tracking systems.

A clean document created in Microsoft Word is often the safest option. Use clear headings, consistent spacing and a professional font.

What is an applicant tracking system or ATS?

An ATS is software employers may use to collect and scan application materials. To make your resume more ATS friendly, use standard section headings, include keywords from the job description, avoid graphics or complex formatting, and save the final version as a PDF unless another format is requested.

What font and formatting should I use?

Use a professional, easy-to-read font such as Calibri, Arial, Times New Roman, Georgia, Garamond or a similar style. Body text is usually 10- to 12-point font. Keep formatting consistent throughout the document, including spacing, bullet style, dates and headings.

What counts as experience?

Experience can include paid work, internships, clinical rotations, field placements, research, volunteer roles, leadership, student organizations, major course projects, shadowing and community involvement.

If the experience helped you build relevant skills or knowledge, it may belong on your resume or CV.

How should I write bullet points?

Begin each bullet with a strong action verb and focus on what you did, how you did it, and why it mattered. A helpful formula is:

Action verb + task or responsibility + result, purpose or impact

Whenever possible, include numbers, tools, populations served, outcomes or other details that show scope and impact.

What should I include in my skills section?

Include concrete, teachable skills such as software, data analysis tools, laboratory skills, clinical skills, languages, certifications, research methods, technical platforms or electronic health record systems.

Avoid vague soft skills like “hardworking” or “team player.” Instead, show those qualities through your experience bullets.

Should I include my GPA, coursework or study abroad?

Include your GPA if it is strong, usually 3.0 or higher, or if the application requests it. Relevant coursework can be helpful if it connects directly to the role or if you have limited experience. Study abroad may be included if it demonstrates cultural awareness, language skills, adaptability, global perspective or experience with diverse populations.

Should I include high school information or personal details?

High school information is usually removed after your first year of college unless it is highly relevant or especially significant.

Do not include personal information such as age, marital status, photo, religion, political affiliation, Social Security number or unrelated hobbies.

How should I list dates?

Use one consistent format throughout the document. Common options include:

Month Year – Month Year

Semester Year – Semester Year

Month Year – Present

Year – Year

Consistency makes your document easier to read and more professional.

Should I tailor my resume or CV for each application?

Yes. Tailoring does not mean rewriting everything. It means adjusting your section order, bullet points, keywords and skills so they match the opportunity.

Use the job description to identify important qualifications, responsibilities and keywords. Your resume or CV should make it easy for the reader to see your fit.

Should I include references?

Do not include references directly on your resume. Prepare a separate reference page and provide it only when requested. Most applications ask for three to five professional references.

Always ask permission before listing someone as a reference, and send them your current resume and the job description so they can speak clearly about your qualifications.

What file name and file type should I use?

Use a professional file name, such as:

LastName_FirstName_Resume

LastName_FirstName_Resume_

LastName_FirstName_CV

OrganizationName

Submit as a PDF unless the employer requests a Word document. Always open the final file before submitting to make sure formatting appears correctly.

How often should I update my resume or CV?

Update your resume or CV regularly, especially after completing a new job, internship, project, certification, presentation, publication, leadership role or major accomplishment. Reviewing it once a semester or before each application cycle is a good habit.

Should someone review my resume or CV before I submit it?

Yes. Proofread carefully and ask a career consultant, faculty member, mentor, supervisor or trusted professional to review it. A second reader can help catch errors, clarify wording and strengthen how your experience is presented.

Writing Strong Experience Bullet Points

Bullet points communicate to the reader what you did, why you did it, and the results and impacts of your actions, going beyond day-to-day tasks.

Be specific and use quantifiable data when possible. Remember to double-check your verb tenses and avoid the usage of personal pronouns. Clinical bullets should focus on what you did, who you served and where you practiced.

Bullet Point Formula

Action verb + Describe project/task + Describe outcomes/why

Examples

Weak Example

- Provided patient care

Strong Example

- Arranged direct patient care for up to five adult medical-surgical patients a day in an acute care hospital setting

Sample Bullets

- Conducted patient assessments, including vital signs, pain evaluation and intake/output monitoring
- Provided medication administration under physician supervision
- Delivered patient education related to discharge planning and disease management
- Collaborated with interdisciplinary healthcare teams to support patient care plan

Power Verbs

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit

Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote

Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching/Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture

Mentor
Program
Provide
Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate

Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize

Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate

Negotiate
Recommend
Reconcile
Rehabilitate
Resolve
Share
Suggest

Administrative/ Management

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark

Chair
Command
Compromise
Consolidate
Control
Delegate
Direct

Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute

Judge
Lead
Maintain
Manage
Moderate

Monitor
Oversee
Prioritize
Regulate
Streamline

Strengthen
Supervise

Organization

Apply
Assemble
Arrange
Categorize

Coordinate
Establish
Facilitate
Group

Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply

Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose

Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve

Sample Physician Assistant Student

Name

Fort Worth, Texas • 817-555-5555 • PASTudent@unthealth.edu

EDUCATION

Master of Physician Assistant Studies

February 2026

UNT Health Fort Worth

First Place Poster Award, Research Appreciation Day

April 2025

Dean's List

Fall 2024-Fall 2025

Bachelor of Science in Biology

Dallas Baptist University

May 2020

Dallas, Texas

CLINICAL EXPERIENCE

Family Medicine

Emergency Medicine

Underserved Family Medicine

Psychiatry

Internal Medicine

Pediatrics

(Inpatient, Outpatient & Cardiology)

Obstetrics & Gynecology

Surgery (General & Cardiothoracic)

Family Medicine

16 weeks total (eight weeks spent in two different medically underserved clinics)

Developed the skills necessary to evaluate, monitor and manage common health problems such as obesity, hypertension, diabetes, dyslipidemia, cardiovascular disease, metabolic disorders, depression/anxiety and mental health problems

Expanded ability to perform common procedures in the outpatient clinic such as excisional biopsies, cryotherapy, toenail extraction, corticosteroid joint injections and I&D abscesses

Internal Medicine

12 weeks total (divided into inpatient, outpatient and cardiology)

Acquired knowledge of the hospitalized patient from admission to discharge orders to the specific needs of the patient such as dietary needs, ambulatory restrictions, safety, etc.

Strengthened understanding of outpatient use of screening modalities to monitor and treat a variety of medical conditions

Extensive exposure to hospitalized cardiac patients requiring CABG, PCI or long-term anticoagulation/antiplatelet therapy due to A-Fib or new stent placement

General Pediatrics

Four weeks total (medically underserved clinic)

Managed up to 15 high-risk patients a day who needed altered vaccination schedules, increased risk assessment and thorough follow-up to provide a high level of care

Identified and overcame barriers present among the medically underserved population to bridge the gap between medical knowledge and patient care

Provided care to infants, small children and adolescents to age 18 while giving guidance and resources to patients and their families as they progress through growth and development

Completed proper diagnostic evaluation and management of common pediatric problems and emergencies such as allergic rhinitis, asthma, constipation, fever and rashes

Sample Physician Assistant CV

Your Name

(817) 735-0000 | Fort Worth, TX | youremail@unthsc.edu

WORK EXPERIENCE

Tutor

January 2025 – September 2025

UNT Health Fort Worth

Fort Worth, Texas

Presented review material via PowerPoint for multiple large group sessions of 50+ students

Offered individual, small group or large group tutorial sessions in Anatomy and Physiology

Improved ~11 students' academic performance through organized study sessions, self-study planning, practice quizzes and test-taking strategies

Cares Team

July 2023 – May 2024

Apartment Life

Grand Prairie, Texas

Managed social events and community outreach to residents at St. Laurent Apartments

Organized budgets, used software programs to print flyers/calendars, and worked alongside management and maintenance to create community atmosphere for residents

Research Assistant II June 2020 – June 2023

UT Southwestern – Department of Digestive and Liver Diseases

Dallas, Texas

Prepared, coordinated and supervised assigned research projects

Constructed, assembled and operated experimental laboratory apparatus and equipment; assembled/analyzed research data complete with statistical analysis

CERTIFICATIONS

Advanced Cardiac Life Support

June 2025

Basic Cardiac Life Support

June 2025

POSTER PRESENTATIONS

Student, PA. Patient Satisfaction and Wellness in Community-Based Clinics. Poster presented at Research Appreciation Day, April 2025, Fort Worth, Texas

PROFESSIONAL ASSOCIATIONS

AAPA – American Academy of Physician Assistants

July 2025 – Present

TAPA – Texas Association of Physician Assistants

July 2025 – Present

VOLUNTEER AND COMMUNITY SERVICE

CARES Health Promotion Event

May 2025

North Dallas Shared Ministries

January 2020 – September 2024

Medisend International

February 2024

Hispanic Wellness Fair

May 2022

Parkland Hospital Emergency Room

August 2017 – May 2019

FOREIGN LANGUAGES

Basic Medical Spanish (Pursuing fluency in Spanish)

Sample Doctor of Osteopathic Medicine CV

Doctor B, DO

Fort Worth, TX | 220-555-2929 • resume@gmail.com

EDUCATION

UNT Health, Texas College of Osteopathic Medicine – Fort Worth, TX May 2024
Doctor of Osteopathic Medicine

123 University – Dallas, TX May 2020
Bachelor of Science in Chemistry

LICENSURES & CERTIFICATIONS

Texas Medical License #R5555 April 2025

Basic Life Support May 2024

Advanced Cardiovascular Life Support May 2024

Pediatric Advanced Life Support May 2024

AWARDS & HONORS

AAFP Member Monday Feature November 2025

TAFP Member of the Month September 2025

AAFP Award for Excellence in Graduate Medical Education July 2025
Scholarship Recipient

AAFP Family Medicine Leads ELI Project Award Winner May 2025

AAFP Family Medicine Leads ELI Scholarship Recipient April 2024

Outstanding Student in Family Medicine May 2024

Alpha Omega Alpha Honor Medical Society March 2024

College of Medicine Dean's Scholarship May 2023

ACTIVITIES & SERVICE

Martinez Street Women's Center Health January 2026 - Present
Physician Volunteer
Clinic Resident

Mountainway Westover Hills Hospital July 2024 - Present
Medicine Department Committee Member
Cardiology Section Committee Member
Peer Review Committee Member

Hazel Free Clinic Resident July 2024 - Present
Physician Volunteer

Texas Academy of Family Physicians April 2025 - April 2026
Resident Liaison

Life Choices Women's Medical Clinic October 2023 - May 2025
Clinic Resident
Physician Volunteer

Resident Recruitment Committee Co-Chair June 2024 - March 2025

Northside Education Foundation Sea World 5K Run/Walk and Family Wellness Fair

May 2024

Rock n' Roll Marathon

December 2023, 2024

Medical Captain

USMLE Mentorship

August 2023 - May 2024

College of Medicine

August 2022 - May 2024

Student Ambassador

Family Medicine Interest Group

August 2021 - May 2024

OMS III & OMS IV President

OMS II Co-President

OMS I Representative

PROFESSIONAL AFFILIATIONS**Society of Teachers of Family Medicine (STFM)**

September 2025 - Present

American Academy of Family Physicians (AAFP)

July 2023 - Present

Texas Academy of Family Physicians (TAFP)

July 2023 - Present

American Medical Society for Sports Medicine (AMSSM)

May 2024 - Present

American Medical Association (AMA)

July 2020 - Present

Texas Medical Association (TMA)

July 2020 - Present

SCHOLARLY ACTIVITIES**Research Experience****"Generation of a Lentiviral Transposon for Screening of Proliferative Cardiomyocytes"**

Applied DNA sub-cloning techniques, including polymerase chain reaction, restriction enzyme digestion and gel electrophoresis, to generate two lentiviral vectors: the first containing a transposon element and the second containing a transposase to be used for subsequent genomic screening for cardiomyocyte proliferation.

Posters & Publications**Linares-Cano G, Mwansa P, Patel B, Doctor 1. Patient Satisfaction and Perceived Quality of Care With Regard to Increasing Levels of Medical Training.**

Poster presented at: Alamo Chapter of the Texas Academy of Family Physicians Annual Resident Scholarly Activity Dinner Meeting; June 2026; Dallas, TX.

Doctor 1, Campos R, Briscoe D. Incorporation of Mindfulness into a Resident Wellness Curriculum in a Community-Based Family Medicine Residency Program.

Poster presented at: 2025 American Academy of Family Physicians National Conference; July 2025; Kansas City, MO.

Moosavi M, Doctor 1, Hairrell A. CPR for Step 1 Scores.

Poster presented at: 2024 Association of American Medical Colleges (AAMC) Southern Group on Educational Affairs (SGEA) Conference; April 2024; Charlotte, NC.

Liu Y, Jin Y, Li J, Doctor 1, Kuo E, Yu W, Schwartz RJ, Blazo M, Zhang SL, Peng X. Inactivation of Cdc42 in neural crest cells causes craniofacial and cardiovascular morphogenesis defects.

Developmental Biology. 383(2):239-52. 2022 November.

Doctor 1, Jin Y, Peng X. Generation of a Lentiviral Transposon for Screening of Proliferative Cardiomyocytes.

Poster presented at: 2023 Summer Research Program Poster Session and Reception at the Texas A & M Health Science College of Medicine; August 2023; Bryan, TX.

SKILLS & LANGUAGES

Fluent in Cantonese

EMR proficient in Epic, Athena and Meditech

PROFESSIONAL INTERESTS

Physician Wellness

Full-Spectrum Family Medicine,

Sports Medicine

Community/Preventive Medicine

Academic Medicine

PERSONAL HOBBIES & INTERESTS

Saltwater Fishing

Aquarium-Keeping

Visiting National Parks

Ultimate Frisbee

Fantasy Football

Sample Master of Public Health Resume

Your Name

(817) 735-0000 | Fort Worth, TX | youremail@unthsc.edu | LinkedIn.com/in/your-name

EDUCATION

University of North Texas Health, College of Public Health

Master of Public Health, Community Health

Fort Worth, TX
Graduation: May 2025

Indiana University

Bachelor of Art in Biology and Anthropology - Summa Cum Laude

Bloomington, IN

GPA: 3.97

Minor in Chemistry

Graduation: May 2023

Honors & Awards

Phi Beta Kappa. Provost's Scholarship

Golden Key International Honor Society

2022 Anthropology Student of the Year

Mortar Board National College Senior

Gamma Sigma Alpha

Honor Society

EXPERIENCE

UNT Health College of Public Health - Health Behavior and Cognition Lab, Dr. Jane Doe

Fort Worth, TX

Project Coordinator Intern

June 2024 – Present

Administer HPV research questionnaire to 887 participants across three counties, using traditional media channels and community outreach campaigns to recruit participants

Conduct data analysis by translating data abstracts into digestible deliverables

Prepare manuscripts and research abstracts in conjunction with two investigators and three project collaborators

Duke University - Office of Health Promotion, Student Health Services

Durham, NC

Health Promotion Graduate Student Intern

January 2024 – August 2024

Facilitated monthly peer education training sessions, including icebreaker exercises and alcohol and tobacco training

Developed and implemented a women's book discussion series in collaboration with university offices

Created theory-based HPV vaccination advertisements to encourage student vaccination, resulting in a 45% increase of vaccination requests over three-month roll out period

Spearheaded focus groups with fraternity and sorority members to assess needs and satisfaction with health services, reporting 97% satisfaction rate across 35 surveys

University of North Carolina - Department of Health Behavior and Health Education Chapel Hill, NC

Graduate Student Intern Action-Oriented Community Diagnosis

January 2024 – May 2024

Completed a comprehensive assessment of strengths and needs of 17 senior community of Rockingham County

Coded and analyzed qualitative data to elucidate relevant themes and formulated results in reports distributed to community members

Led small group discussion using adult education techniques to develop community-owned action steps

State Women's Center

Indianapolis, IN

Student Assistant to the Women's Health Advocate/Assistant Director
August 2020 – May 2023

Authored health resource guides, including nutritional information, sexual assault resources, and relaxation and positive living suggestions for women and general student health.

Participated in student steering committee and committees for sexual assault policy and website development

Queens Medical Research Institute

Rosemont, NY

Summer Research Apprentice

May 2022 – August 2022

Produced chemical cocktails for crystal growth research, supporting overall laboratory objectives

Executed capstone project in conjunction with two advisors relating to growth of protein crystals

ACTIVITIES AND LEADERSHIP**UNT Health, College of Public Health**

Fort Worth, TX

Professional Development Committee

September 2024 – Present

Advocate for student population by brainstorming ideas with 12 committee members for further evaluation and discussion

Orientation Leader

May 2024 – August 2024

Mentored 20 new graduate students during orientation discussions, sharing institutional knowledge to acclimate students

Supported full-time staff and orientation leaders with execution of orientation day events, including campus tours and information sessions

Indiana University**Panhellenic Council President**

May 2022 – May 2023

Fostered relationships and unity among 23 constituents of the governing council by representing 6000+ Panhellenic members to external individuals, groups and departments

Delegated administrative tasks among eight-member executive board, serving as primary contact for questions and concerns

Peer Helper Network President

August 2020 – May 2021

Received Certified Peer Educator credential and leveraged credentials by educating students on lifestyle choices

Assisted in the development and implementation of programming promoting healthy decision-making

PROFESSIONAL MEMBERSHIPS**American Public Health Association**

June 2024 – Present

Texas Public Health Association

April 2024 – Present

Texas Society for Public Health Education

January 2024 – Present

Society for Behavioral Medicine

November 2022 – Present

PUBLISHED ABSTRACTS**Student, S.H., Brewer, N.T., Smith, J.S., and Gottlieb, S.L. (2024). Paradoxical Effects of Anticipated Regret on HPV Vaccination. Annals of Behavioral Medicine (in press).**

[Poster to be presented at the 2024 Annual Conference of the Society of Behavioral Medicine, San Diego, CA.]

PRESENTATIONS

Gottlieb, S. L., Brewer, N. T., Student, S.H., Liddon, N, Smith, J. S., and Markowitz, L. HPV Vaccination in Communities with High Rates of Cervical Cancer: A Survey of 887 Caregivers of Adolescent Girls in North Carolina.

Talk to be presented at the 2024 National STD Prevention Conference, Chicago, Illinois.

TECHNICAL SKILLS AND CODING LANGUAGES

Technical

SPSS

Salesforce

Tableau

SAS

Microsoft Office (Excel, Word, PowerPoint)

STATA

Coding

R

Python

SQL