

**Curriculum Vitae:
The 15 Second Pitch**

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CV...Resume' Begone!

- "Course or Outline of one's life"
- **Your objective: Create a detailed overview & summary of professional life and development**
- **Including Publications and Presentations**

Pearls for CVs

- **FLEXIBLE AND DYNAMIC**
- **ONE chance to make a good impression**
- **Goal = Get into the interview pile**
- **Clear, concise, consolidated**
- **Informative, honest, organized**
- **Visually attractive, not cluttered**
- **No pink paper or glitter...**
- **STAND OUT**

Variation of Styles

- **Alignment LEFT (reading style)**
- **Generally dates Right Alignment**
 - **Time = month/year format for ease**
- **Font: size, bold, underline, indent, bullet**
- **Categories - personalize accomplishments, order, emphasis**
 - **Education, Experience, Clinicals**
 - **Publications, Reviews, Posters, Skills**
 - **Councils, Grants, Scholarships, Languages**
- **Paper color and type**
- **References: you should let them know**
- **VIOLATE THESE RULES WITH INTENT**

SAMPLE FORMATTING

Clinical Experience

Family Medicine
Tamarack Medical Clinic - Superior, MT
 Laurel Chambers PA-C, Wade Holden PA-C, Karen Thornton PA-C, Dr. Randy Lovell

- Rural setting (FOHC); learned at four clinic locations and a critical access hospital with 3-bed ED, 10 acute care beds, 18 long-term beds, and an assisted living facility
- Treated pediatric to geriatric patients in the clinics providing compassionate care to an underserved population
- Responded to most presenting ED patients and worked with the provider to diagnose, treat, transport, admit, and/or discharge patients
- Rounded on acute care and long-term care patients documenting progress notes
- Gained proficiency in electronic medical record and hand-written T-sheet charting

Orthopedic Surgery
Madigan Army Medical Center - Tacoma, WA
 Chad Swains PA-C, Multiple Orthopedic and General Surgeons

- Diagnosed patients in clinic, determined need for surgery, initiated non-surgical treatment, completed pre-operative tasks, and managed post-operative follow-up
- First-assisted many surgical procedures with patient positioning, prepping, suctioning, retracting sites, closing wounds, among other duties
- Rounded daily on post-operative patients and completed weekend and overnight call
- Refined knowledge of MRIs, X-rays, and CTs
- Worked in the cast clinic

SAMPLE FORMATTING (Procedures)

PROCEDURES	Comfortable performing independently	Performed with supervision
	<ul style="list-style-type: none"> • Suturing (50+ lacerations) • I&Ds • Digital blocks • Dental blocks • Knee/shoulder injections • Wound care • Excisional biopsy • Punch biopsy • Cyst removal 	<ul style="list-style-type: none"> • arthrocentesis • foley catheter placement • insertion of Rhinorocket • simple closed reductions • ABGs • splinting fractures • shoulder reduction • Pelvic exam and Pap • changing suprapubic catheter
	Assisted	Observed
	<ul style="list-style-type: none"> • Numerous surgical procedures in Orthopedics/General/ENT surgery • Central Line Placement (femoral/subclavian/ili) • Paracentesis • PICC line placement 	<ul style="list-style-type: none"> • Spinal tap • Subungual hematoma drainage • Arterial line placement (radial)

What to include...

- Personal: name, address, email, phone
- Education and Training
- Special Skills
- Professional, Work Experience
- Honors, Awards, Grants...skip if none 😊
- Memberships - office held
- Publications, Presentations
- Community Service
- References (Leave off as option)

Details to Help you

- Action words -
 - Responsible for...
 - Created, developed, designed, implemented
 - Assessed, evaluated, reviewed, maintained
 - Supervised, hired, trained
- Avoid sentences
- Maintain consistent tense - past tense
- Mind the gap :)
- Decrease detail of older items
- The Dollar TEST

SAMPLE FORMATTING

Clinical Experience

Trauma Surgical Team, Harborview Medical Center, Seattle WA 01/2002, 04/2012
 USASOC Medical Proficiency Training

- Assessed, stabilized, and coordinated the management of trauma patients at a Level-1 trauma center
- Participated in critical care management, wound care, surgical escharotomies and grafts at regional burn center

Inpatient Psychiatry, Harborview Medical Center, Seattle, WA 09/2013
 Dr. Brian Poeschia and Marty Buccieri, PA-C

- Conducted daily psychiatric assessments, cognitive testing, medical therapies, and authored progress notes and discharge summaries for behavioral health patients at a medical center serving a high volume of underserved patients
- Synchronized care with interdisciplinary coordination with social work, nursing staff, and substance abuse counselors

Cardiothoracic Surgery, St. Joseph Medical Center, Bellingham, WA 10/2013
 Dr. Jim Douglas, Joe Guay, PA-C and Paula Zellner, PA-C

- First assist during opening and closing during 20 open thoracic procedures including coronary artery bypass grafts, aortic and mitral valve repairs and replacements, aortic aneurysm stent grafts, MAZE procedures, and lobectomies
- Conducted post-operative patient assessment, clinical rounding, and inpatient management including the removal of tubal thoracostomies and pacing wires

Sample CV

CLINICAL EXPERIENCE

Vascular and General Surgery 2010

Madigan Army Hospital, Tacoma, WA. | Dr. Kjorstadt, Dr. Knight, and Dr. Hauke

- Technical skills such as knot tying, suturing, universal precautions, careful tissue handling, and first assisting were developed
- Assessed patients in clinic, determined a need for surgery, initiated and completed preoperative work-ups, and managed any complications that transpired post-operatively
- Procedures included: A-V fistulas, venous stripping, endovenous laser treatment (EVL), gastric bypass (laparoscopic and open), hernia repairs, panniculectomies, appendectomies, and laparoscopic cholecystectomies
- AM and PM rounding, including grand rounds once a week
- Gained proficiency in utilizing electronic medical records

Pediatrics Medicine 2010

Chehalis Pediatrics, Chehalis, WA. | Dr. Leprowse, Dr. Nelson, Lisa McCarthy PA-C

- Well child checks and patient care including urgent care situations as needed for ages 2 days to 18 years
- Addressing cares and concerns for parents as well as the children by active communication
- Helping patient's disposition by ordering correct labs, imaging, vaccines and immunizations, sutures, castings, and referrals
- Meeting patient's needs with treatments in accordance with insurances
- Rural setting
- Extensive use of dictation

Leave These Off...

- **Age and Birth date**
- **Phone you won't answer**
- **Address you won't receive**
- **License numbers**
- **GPA's**
- **Education prior to college unless relevant**
- **"Curriculum Vitae" title ☺**
- **FACEBOOK, TWITTER, ETC.**

LOGISTICS & MAKING IT POP!

- COLOR: TRY WHITE
- **TRY REVERSE COLOR**
- MARGINS: 1" IDEALLY, ¾" MINIMUM
- USE TAB INSTEAD OF SPACE BAR
- FONT GENERALLY 12 PT SIZE (CHECK THE FONT)
- SERIF VS. SAN SERIF TYPEFACE
- ARIAL IS GREAT FOR SCANNING
- TEMPLATES: CLEAN AND EASY TO READ
- HEADINGS: ALL SHOULD PARALLEL
- SECTIONS: MIND THE GAP AND PAGE BREAKS
- ORDER OF TOPIC IS VERY FLEXIBLE

PERSONAL INTERESTS????

PERSONAL INTERESTS

As a child, I would get in trouble for running everywhere instead of walking. It ended up working out well for me though as a young athlete in softball, basketball, and track. My love for running has continued into adulthood with completion of several road and trail races, as well as completion of the New York City Marathon and the Boston Marathon. I've enjoyed sharing my passion for health and fitness by instructing Pilates classes and doing personal training. Though I grew up on a farm in Kansas, I wanted to experience the big city, so I moved to New York City after college for a year. My most interesting celebrity spotting was when The Rock worked out at the gym I was working at. Though the East coast was fast and fun, I'm happy to now be on the West coast since I'm an outdoors, coffee, and music enthusiast.

PERSONAL INTERESTS

Since I learned to surf at the age of 16, surfing has been of my greatest passions next to my family. Currently, I surfed various beaches along the Pacific Ocean from Washington State to San Diego as well as Costa Rica, Brazil, Japan, Baja, Florida and Hawaii. My dream is to one day embark on a surf trip with my two daughters (4 years & 6 months) and surf around the islands of Oahu, Kauai, Maui and the Big Island.

No Mistakes: You Can't Afford It

- **PROOFREAD**
- **PROOFREAD**
- **PROOFREAD**
- **Give to MANY friends and ask them to ... proofread**
- **Save as .pdf for official use**

Avoid the Following:

- Cliches and Slang
- Self-deprecation
- Self-evaluation
- Bright colors
- Long document
- Pompous and dramatic statements...it is not all about you
- Templates on the Internet

What The Professionals Say

- CONTACTS AND CONTRACTS
- AAPA From Program to Practice

More Resources

- <https://www.thepalife.com/physician-assistant-sample-resumes-and-cover-letter/>
- <https://www.aapa.org/career-central/job-search/resumes-and-cvs/>
- <https://www.thejobnetwork.com/how-to-write-a-perfect-physician-assistant-resume-examples-included-102016/>
- <https://www.melnic.com/heres-how-to-write-your-np-or-pa-curriculum-vitae-cv/>

THANK YOU!

QUESTIONS?

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