

### General Comments on CVs

- In general, list more recent stuff first
- Use at least 11 font throughout – standard font (eg, Times, Arial) is recommended
- No photos
- Be consistent (eg, punctuation, fonts, format, lining up columns, etc) – should look clear, organized, and easy to read!
- Avoid abbreviations (eg, SVECCS, tech, CVP, etc).
- Publications and research – Sometimes viewed as big pluses for university internship or especially residency, but you might order it differently for a practice internship as they are probably more interested in your prior veterinary work experiences.
- Class President or Leadership Roles – Highlight these as they might be good for all applications, but avoid big “wrap-arounds” like this where you have too much on a single bullet – try to get it all said in 1-2 lines tops. You want to have the “Big Ticket” items on the front page of the CV so they do not have to turn the page to get to see some of your best work.
- You do not need to have something in every heading – If you don’t have something, do not list the heading.
- For Veterinary Work Experience section: For veterinary technician positions, try not to list every activity you did – it can be helpful to know if you did tasks that often vary from practice to practice (placing catheters, monitoring anesthesia, providing financial estimates to clients, etc). Also, if you had a managerial or supervisory role, this can be noted. It also can be helpful to describe the type of practice (eg, 4-doctor small animal/exotics practice).
- The sample below is only one way of formatting a CV. There are many different styles but for all, be sure to make it clean, neat, consistent, and professional.

## Curriculum Vitae

### Your Name

77 Main St  
Hometown, MA 01234  
508-777-7777

[Your.Name@Tufts.edu](mailto:Your.Name@Tufts.edu)

VIRMP # 77777

#### Education:

- 2001-2005 Cummings School of Veterinary Medicine at Tufts University  
Doctor of Veterinary Medicine  
Anticipated degree date: May, 2011  
*+/- class rank and/or GPA (if it is very good and you want to highlight – otherwise, leave out as it will already be on the application)*
- 1997-2001 Best College in the Land, Lexington, KY  
Bachelor of Science/Arts: May 2005  
*+/- Major/Minor in \_\_\_\_\_*  
Honors program or thesis (if applicable)

#### Academic Honors:

- 2011 Academic Achievement Award  
Tufts Cummings School of Veterinary Medicine
- 2010 Phi Zeta Honor Society  
Tufts Cummings School of Veterinary Medicine
- 2008 Brightest Kid in the Class Scholarship  
Tufts Cummings School of Veterinary Medicine
- 2005 Undergraduate Science Award Winner  
Best College in the Land
- 2003-2005 Dean's List  
Best College in the Land

#### Veterinary Work Experience:

- 2009-2011 Intensive Care Unit Technician, Foster Hospital for Small Animals  
Tufts Cummings School of Veterinary Medicine, North Grafton, MA
- Part-time position (2-5 hrs/week) during school year, full-time during summers.
  - Experienced in placement of peripheral and jugular catheters, collection of arterial blood gas samples, blood pressure monitoring, triage of emergency patients.
- 2003-2005 Veterinary Technician

Seaside Veterinary Clinic, Seaside, ME

- Assisted veterinarians in a 4 doctor, 24-hour small animal practice.
- Responsible for anesthesia monitoring, laboratory testing, and assisting with endoscopy.
- Ordered supplies for in-house chemistry analyzer and for endoscopy.

2001 *Observer at Dr. Joe Smith's Veterinary Clinic for 2 weeks*

- *Consider whether lesser experiences could be dropped from CV.*

1998-2000 *Waitress at Island Clam Shack*

- *Unless non-veterinary jobs are particularly prestigious or show skills you can bring to your new job or leadership/managerial skills, you probably leave them off your professional CV.*

**Research:**

2009-2010 Investigation of Abmycab for reduction of proteinuria in dogs. Co-Investigator (Principal Investigator – Dr. Marla Maples). Supported by a \$30,000 investigational grant from Renalsure, Inc.

2002-2003 Quantification of proteinuria in the guinea pig. Supported by an NIH Short-Term Training Grant T35 DK07635.

**Publications** (*use JAVMA format*):

**Name Y**, Maples MT, Einstein A. Electrophoresis for quantification of proteinuria in the guinea pig. *J Clin Invest* 2005; 15:213-219.

Maples MT, **Name YOU**, Einstein A. Abmycab reduces proteinuria in dogs with amyloidosis. *Am J Vet Res* (In Press).

**Professional Presentations:**

Electrophoresis for quantification of proteinuria in the guinea pig. October 7, 2010. Student Research Day, Tufts Cummings School of Veterinary Medicine, North Grafton, MA (abstract).

**Teaching Experience:**

Tufts Cummings School of Veterinary Medicine

- Anatomy mentor

Best College in the Land

- Teaching Assistant (Parasitology and Chemistry)

**Professional Organizations and Activities:**

Student Chapter of the American Veterinary Medical Association, Member  
Student Chapter of the Veterinary Emergency and Critical Care Society, Vice President,  
Tufts Cummings School of Veterinary Medicine Foal Team, Member  
Wildlife, Aquatics, Zoo, and Exotics Medicine Organization, Member

**Other Veterinary Experience:** Optional section

Elective clinical rotations: 2010-2011 (*don't list all electives – just ones particularly relevant to the internship/job you are applying for*)

North Carolina State University College of Veterinary Medicine, Raleigh, NC

- Cardiology Externship (2 weeks)

San Diego Zoo Wild Animal Park, San Diego, CA

- Research Externship (2 weeks): Assisted with Dr. Joe Mammal's research project on Panda echocardiography.

**Continuing Education:**

- Major national/international meetings: Dates and location (Ok to list something here if you attended a major national meeting, but a long list of local CE events carries little weight and looks like "fluff")

**Volunteer Experience:**

Tufts Paws for People Pet Therapy Group

- Visit a nursing home twice monthly since 2008

Worcester County Soup Kitchen

- Volunteer once monthly since 2009

**Activities and Interests:** keep this section brief

Fly fishing, rock climbing, travel