



Dental Resume/ CV Writing 101

Presented By
Eastern Dentists Insurance Company

You Graduated!

How Do You Write a Dental-Driven Resume/CV that is compelling and showcases your abilities?



The Difference Between a Resume and a CV

Resume

A summary you submit for a specific job position that is 1 to 2 pages in length.

Curriculum Vitae (CV)

A comprehensive piece that shows everything in detail in your dental student role or professional career.

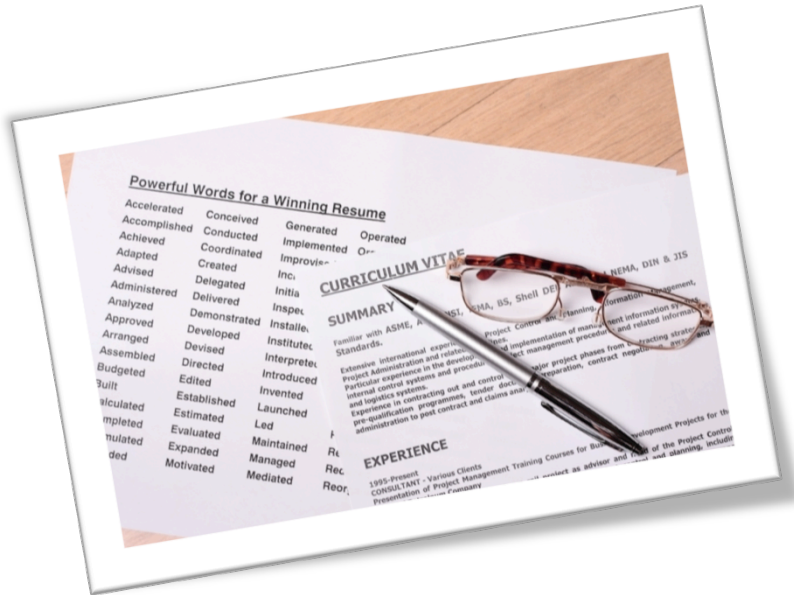
Most dental practices looking to hire want at least a resume, but would rather a complete cv.

Plan Ahead and Start Early

- Start your resume/cv early when you start dental school.
- Add things to the cv as you do them. This will make it easier then trying to remember what you did three years earlier in school.
- Get references from instructors when you finish a class. Often times you may have a good experience with an instructor in your first year but may not have contact with them again once you graduate.
- Use a non-school email address because your school email address will get deactivated once you graduate.



How to Write Your Resume/CV



- In your resume, use bullet points.
- Be concise and to the point.
- Rank everything chronologically from present to past.
- List only information that is dental related and important to the position you are applying for.
- Use power verbs to begin each sentence.
- If you raised money for any organization or dental outreach program, list your efforts.
- Add shadowing or mentor positions you may have held.

Resume/CV Sections In Order of Importance on the Page

Sec 1

Header – name, address, contact information (snail mail, email, phone)

Sec 2

Education – dental school, undergrad, high school

Sec 3

Work Experience/Research – residency, teaching, associateship, externships, etc.

Sec 4

Leadership – ASDA, class position, committee involvement, dental student organizations

Sec 5

Publications/Presentations – articles published, research days, oral presentations etc.

Sec 6

Awards/Achievements – add what, when, and why to each award

Sec 7

Community Service/Volunteer Work – clinic work, community outreach, work abroad

Sec 8

Professional Affiliations – ASDA, AGD, ADA, state dental society, specialty dental groups

Sec 9

Additional Skills – fluency in languages, special office/computer skills, certifications

How to Present Your Document



- Use easy to read fonts, nothing fancy or unique, black ink only.
- Leave white space in your layout for easier reading.
- Don't add artwork or cute icons to your layout.
- Use professional quality paper.
- Make a digital version of your resume/cv as a Word Doc file and a PDF file.
- Within your digital Word and PDF document, if applicable, make it interactive by using links for online viewing of your presentations/publications/achievements

- Do not list job experiences that are not relevant to dentistry unless it was a leadership position. Working at a pizza place at age 18 or working at The Gap[®] in the summer may not be relevant for the position in question.
- Do not list hobbies. No one cares if you were on a dodgeball team or are an avid skier.
- No slang.
- Do not use colored paper.
- Do not be wordy and write a 5 page resume.
- Don't add references. The employer will ask you to submit those at a separate time.



Last...But Never Least

- Include a cover letter with your resume/cv If possible personalize it to the employer. Keep it short and too the point
- You have 10 seconds to make an impression with your resume when a viewer does a quick scan so remember to make the information important.
- When writing a cv, write important details to each fact mentioned in your dental student role.
- Always remain professional and truthful.
- Post your resume on the EDIC Career Connection Job Board
<http://www.EDIC.com/JobBoard.html>



Other websites you may review for help in writing a dental resume/cv:
www.ada.org or www.asdanet.org

*References: American Dental Association and
the American Student Dental Association*