

Writing a Curriculum Vitae (CV)

During your third year in dental school, you should begin to compile your achievements, recognitions, leadership positions, and anything noteworthy to add to your professional CV so that you can continue to add to it as you get closer to finding employment on graduating. You could have a signed employment contract as early as the beginning of your last year of dental school. It's best to be prepared ahead of time so that you don't miss any opportunities to secure employment.

The Difference Between a Resume and a CV

Resume:

A summary you submit for a specific job position that is one to two 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 have a complete CV.

How To Write and Present Your CV

- In your writing, use bullet points and be concise so that it can be scanned quickly if needed.
- Rank everything chronologically from present to past.
- List only information that is dental-related and important to the position for which you are applying.
- Use power verbs to begin each sentence.
- If you raised money for any organization or dental outreach program, list your efforts.
- Add any externships or mission trips.
- Add shadowing or mentor positions.
- Final product should be professional with easy to read fonts and plenty of white space for easy reading.
- Do not print on colored paper.
- Make a digital and printed version.
- You have 10 seconds to make an impression with your resume. Make the information important.
- Always remain professional and truthful.

CV Sections In Order of Importance

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

Education – residency, dental school, undergrad

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

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

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

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

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

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

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