

Writing a Curriculum Vitae (CV)

During your third year in dental school, begin compiling your achievements, recognitions, leadership positions, and other notable accomplishments to create your professional CV. Continuously update it as you approach graduation to be prepared for potential employment opportunities, which can include securing a signed employment contract as early as the beginning of your last year in dental school.

The Difference Between a Resume and a CV

Resume:

- A concise summary tailored for a specific job position, typically one to two pages long.

Curriculum Vitae (CV):

- A comprehensive document detailing your entire dental student role or professional career. Most dental practices prefer a complete CV over just a resume.

How to Write and Present Your CV

- Use bullet points and be concise for quick scanning.
- Organize information chronologically, from present to past.
- Include only relevant dental-related details for the position you are applying for.
- Start each sentence with strong action verbs.
- Highlight fundraising efforts for organizations or dental outreach programs.
- Include externships, mission trips, and mentorship experiences.
- Ensure a professional appearance with readable fonts and ample white space for clarity.
- Create both digital and printed versions.
- You have 10 seconds to make an impression with your CV, so prioritize key information.

CV Sections In Order of Importance

1. Header: Name, address, contact information (postal mail, email, phone).
2. Education: Residency, dental school, undergraduate institution.
3. Work Experience/Research: Residency, teaching roles, associateships, externships, etc.
4. Leadership: Involvement in ASDA, class positions, committee roles, dental student organizations.
5. Publications/Presentations: Published articles, research presentations, oral presentations, etc.
6. Awards/Achievements: Details of each award, including what, when, and why.
7. Community Service/Volunteer Work: Clinic work, community outreach, international missions, etc.
8. Professional Affiliations: Membership in ASDA, AGD, ADA, state dental societies, specialty dental groups.
9. Additional Skills: Language fluency, specialized office/computer skills, certifications.

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