

Resume Template

This resource is designed to serve as a guidance document in developing your professional resume. For individual assistance and feedback, please contact BCM's Career Development Center at career.development@bcm.edu or 713-798-5043.

- Arial, Times or Calibri font
- 10 point or larger font size.
- Increased font size for name
- .5-1" page margins

Jane Doe

City, State, Zip

Phone

Email

EDUCATION

Baylor College of Medicine, Houston, TX

Doctor of Medicine, anticipated May 20XX

Track (if applicable)

Gold Humanism Honor Society and/or Alpha Omega Alpha Honor Medical Society (if applicable)

Undergraduate Institution, City, State Abbrev

Degree (Include academic honors and list as: **Bachelor of Science, *summa cum laude*, Biology**)

Minor (if applicable)

G.P.A. (optional)

List dates either immediately after degree or right aligned. Ensure this formatting is consistent throughout all sections.

20XX – 20XX

HONORS and AWARDS

Award, Sponsor, Date

- List academic honors (*e.g. Deans List*) and memberships (*e.g. Phi Beta Kappa*).
- List merit based scholarships and fellowships. Optional: include a brief annotation summarizing the award and/or criteria
- List all professional awards including travel awards and research presentation awards
- If there are substantial awards from both undergrad and graduate school, consider creating subheadings:

Undergrad

Award, Sponsor, Date

Graduate School

Award, Sponsor, Date

PROFESSIONAL EXPERIENCE (if research is not applicable, use the format at the bottom of the page*)

Department, Institution, City, State Abbrev, Dates

Advisor: First & Last Name, Degree(s), Title (*e.g. Assistant Professor* - the advisor section is for training experiences, if you are the principal investigator, list your role/title)

- Avoid dense blocks of text. Instead, create bullet list to describe the research performed and any notable accomplishments
- If the research culminated in a presentation and/or publication, list these in a separate section
- If this experience includes basic research that did not result in a publication, provide a very brief overview of the lab's focus as well as the projects you were exposed to, the specific duties performed and techniques/skills acquired. However, it is not necessary to list every single research technique.
- **Avoid dense blocks of text.** Try to limit summaries for each research experience to 4-5 lines total.

PUBLICATIONS

Provide the full citation: Authors (**bold/underline** your name) (20XX) Manuscript title. Journal. Vol/Issue: pages

Include all peer-reviewed publications. If not published, *indicate In Press, Under Review or In Prep* at the end of the citation where appropriate.

PRESENTATIONS

Provide full citation: Authors (**bold/underline** your name) (20XX) Title. Conference/Meeting, Location (Poster) or (Oral)

LEADERSHIP EXPERIENCE**

Role, Group/Organization, Dates

- Highlight notable service activities and key deliverables, leadership roles held and duties performed, recognition of achievements. Include best approximate of services hours for activities that involved substantial time commitments.

Include:

- Institutional leadership roles and/or service activities
- Leadership roles and/or service activities through professional associations

SERVICE** (*alternative title VOLUNTEER EXPERIENCE*)

Organization, Location, Dates

- Include all volunteer services performed at various community-based and non-profit organizations including clinics, food banks/shelters, religious organizations and schools as well as special events

TEACHING EXPERIENCE**

Role, Institution/Organization, Dates

- Include all teaching experience including formal classroom instruction
- If very limited teaching activities, consider including these in the Volunteer Experience section.

*** If Teaching, Leadership and Volunteer experiences are limited, consider combining all of these experiences into a single section titled SERVICE or VOLUNTEER EXPERIENCE**

***PROFESSIONAL EXPERIENCE (see above note - use this format if research is not applicable)**

Job title, Employer, Location, Dates

- Provide a brief overview of work responsibilities and major achievements
- Optional –skills acquired