

The following is a sample template for a resume. You are not required to use this format. You are welcome to submit your own resume provided that it meets the criteria outlined below.

Please limit all work experiences, professional activities, publications, awards, and memberships to the past 5 years. List items in reverse chronological order, with the most recent first. Do not include outdated or expired licenses, certifications, or memberships. Your resume should be no longer than 1 typewritten page.

The resume provided should be of professional quality and, as part of your portfolio, reflect the level of your work. Resumes with spelling or grammatical errors will be returned for correction.

Full Legal Name
Home Address
Telephone number
e-mail address
Title (professional role)

EXPERIENCE

Hospital, City, State
Position held, dates, description of facility, brief description of responsibilities

EDUCATION

Degree, School, City, State, year graduated

PROFESSIONAL ACTIVITIES/MEMBERSHIPS

Position held, Name of organization, year(s) served, brief description of responsibilities

PUBLICATIONS/PRESENTATIONS

Name of publication/presentation, sponsoring organization/journal (if applicable), city/state (if applicable), date(s), and brief description of activity

HONORS/AWARDS

Title of award, sponsoring organization, date

LICENSES/CERTIFICATIONS

Type of license, expiration date