

DRAFT FORMAT FOR CURRICULUM VITAE (CV)

Bonnie Buffalo

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Education

Degree, Name of Institution, Location, Expected date of completion.

Doctor of Medicine, University of Colorado School of Medicine, Aurora, CO, to be conferred May 2011.

Postgraduate Education

Fellowship, internship, residency, Provide site, Location, Dates of completion or expected completion, Area of concentration.

Professional Experience

Job Title, Most recent to last, Employer, Location, Dates of Employment.

- Basic responsibilities
- Accomplishments connected with job
- Focus on use of verbs

Director of Student and Career Development, University of Colorado School of Medicine, Aurora, CO, 2009 – present.

- Developed and coordinated new professional development program for medical students
- Conducted workshops on resume building, interpersonal skills and professionalism
- Trained and supervised faculty advisors and mentors

Service and Leadership

Start with name of your office, Name of organization, Date of involvement.

- Brief description of your accomplishments
- Your responsibilities
- Again, focus on verbs

Name of student chapters, Dates of membership, Give priority to organizations that support your residency preference.

Honors and Awards

Award, Date conferred.

President's Special Recognition Scholarship, University of Oklahoma, 2001.

Medical School Training

Specialty (*elective rotations*), Site and Location, Chief and/or attending, Dates completed, pending, scheduled.

Professional Medical Training

Training with a medical focus, Name of organization, Location, Date. (*content if not explained in title*).

Advanced Cardiac Life Support, University School Medicine, April 2003-2007.

Teaching Experience

Formal and informal teaching experience, Title of course, Supervisor, Place., Location, Dates.

Anatomy Tutor, University of Colorado School of Medicine, 2004-2005.
Individual instruction and lab assistance in gross anatomy, neuroanatomy

Publications

Standard scientific bibliographic form, if not yet published, list submitted material and indicate status.

Neel J, Stevens V, **Blevins, T.** "Obsessive Compulsive Disorder-Identification, Neurobiology, and Treatment" JAOA, February 2002, Vol. 102, No. 2, p. 81

Research

Name of project., Name of department, institution, supervisor, Dates (*brief description if not explained in title*)

Osteopathic Manipulative Medicine and Heart Rate Variability, Department of Pharmacology & Physiology, Oklahoma State University Center for Health Sciences.
Supervisor: Bruce Benjamin, Ph.D. May 2004-May 2005.

Military Service

Branch of Service, Rank, Dates.

- Note any special assignments/training awards
- Responsibilities
- Management and/or leadership experience

Personal Interests

Two or three personal interests that have some connection to residency preference. Drop this section when you have residency completed.