

# **DRAFT FORMAT FOR CURRICULUM VITAE (CV)**

## **Bonnie Buffalo**

13120 East 19<sup>th</sup> Street      Aurora, CO 80045  
[bonnie.buffalo@okstate.edu](mailto:bonnie.buffalo@okstate.edu)    303-555-5555

### **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.