

# MD Student CV Guide

*The Office of Career Advising and Mentorship (OCAM) plays an important role in preparing students for the residency match process. When medical students begin applying to the Canadian Resident Matching Service (CaRMS) to begin the application process, they will need to create a CV as part of their application. There are several documents that make up the residency application; the CV is included in the "Extra Documents" section. Always check the preferences for the residency program descriptions before assigning extra documents as some programs would like to see specific documentation and some do not want to review extra documents.*

*Please note that you will need to complete an online version of your CV on the CaRMS portal, in addition to the PDF CV you will upload for your applications. It is advisable to start this process as soon as the CaRMS portal opens in your final year, as it typically requires more time than anticipated.*

## What is a CV?

In Canada, the term curriculum vitae (CV) is used to reference a specific type of job search document that is used for the following: applying to graduate school, a medical position, an academic position (post-secondary teaching and/or research focused), and some performing and studio art positions.

It is not uncommon to hear the terms resume and CV used interchangeably but they are different documents. If an employer asks for a CV and you are not applying for one of the categories listed above, it is likely that a resume is required.

One of the biggest distinctions in the formatting of resumes and CVs is that in Canada resumes are usually 1–2 pages, while CVs used for residency applications are typically between 3-5 pages.

## Social Media and Your Job Search

- Review all of your social media accounts and privacy settings, and remove anything that reflects poorly on you or others even if you are private.
- Consider creating a LinkedIn profile which allows you to upload your CV content and connect with professionals locally and around the world.
- For tips on how to build a professional student LinkedIn profile check out Leverage LinkedIn ([students.usask.ca/articles/linkedin.php](https://students.usask.ca/articles/linkedin.php))

## Organization/Layout

- Set margins at 1 inch
- Consider using a sans serif font style and common size (Calibri, 11 or 12 point size) throughout your document, and ensure consistency with your personal letter
- Consider submitting your draft to the Writing Help Centre for proofreading and assistance with your grammar.

# Checklist

## Know Yourself and Your Audience

- ☐ Practice articulating your values, knowledge, skills, abilities and interests as they relate to your residency application documents.
- ☐ Conduct an adequate amount of research on the prospective program through [carms.ca](https://carms.ca).

## Showcase Your Abilities

- ☐ Take inventory of the broad range of abilities you have and cross reference those abilities with the CanMEDS Roles.
- ☐ Begin your bulleted achievement statements with action verbs.
- ☐ Be mindful to create achievement statements that demonstrate your skills; don't just list descriptive adjectives (such as good communication skills) or job duties.
- ☐ Provide quantitative and/or qualitative details when possible. (This helps a program director to better understand the scope of your experience.)

## Polish Your CV

- ☐ Eliminate repetition and redundancies to make sure your CV is concise; avoid text overload by using adequate spacing to enhance the visual appeal of your document.
- ☐ Review your CV for spelling mistakes and grammatical errors.
- ☐ Prioritize your content by placing the most relevant information first.
- ☐ Organize your information in reverse chronological order.
- ☐ Present the most targeted information on the left side first (i.e. job title(s) on the left, dates on the right).
- ☐ Be consistent with format, verb tense, and font.

## Next Steps

- ☐ Make sure you have references who can attest to your work style, academic profile, and/or personal qualifications, and who have agreed to be a reference.
- ☐ Start the process of drafting your personal letter as soon as possible.
- ☐ Book an appointment with the Office of Career Advising and Mentorship (OCAM) to review your documents.

Resource: CaRMS program descriptions are publicly available at [carms.ca](https://carms.ca).

Create a new email alias in the format of firstname.lastname@usask.ca by going into "Profile" within PAWS and selecting "Edit" next to "Email."

Make your headings stand out by using **bolding**, underlining or *italics*. Avoid coloured font and shading as they can be distracting.

## Curriculum Vitae (CV)

Keep in mind that a CV can be multiple pages in length (even though this example is only four pages long). Before beginning your CV, take inventory!

## Questions for Consideration:

### When Applying to CaRMS

- How can you effectively showcase your knowledge, skills and abilities (competencies) to be selected for an interview?
- What are the specific specialty keywords that programs are looking for?
- What abilities did you develop in your previous research, teaching, clinical experience, artistic endeavours, volunteer and extracurricular experiences, that are needed for all the programs that you are applying to?
- What are your major accomplishments?
- Did you supervise, train or teach others?
- What particular value would you bring to a program?

**Student's Name**  
City, Province  
Cell Number  
Email Address

## EDUCATION

**Doctor of Medicine Candidate** Aug 2022 – Present  
University of Saskatchewan, Saskatoon, SK  
Expected date of completion: June 2026

**Bachelor of Science (Honours)** Sept 2018 - June 2022  
Major: Physiology and Pharmacology  
University of Saskatchewan, Saskatoon, SK

## RESEARCH

**Dean's Summer Research Project** May – Aug 2024  
Evaluation of the Saskatchewan Hip and Knee Pathway  
Supervisor: Dr. K. Rodney  

- Applied for ethics. Co-designed study. Collected data. Wrote manuscript for publication.

**Project Lead, Department of General Surgery** May – Aug 2023  
Supervisor: Dr. L. Weimer  

- Designed study, completed literature review, ethics application, and study protocol.

**Research Student, Department of Emergency Medicine** May – Aug 2023  
Supervisor: Dr. P. Lang  

- Coded data for qualitative survey responses, collaborated on abstract writing.

## PUBLICATIONS AND OTHER WRITTEN WORKS

**Peer Reviewed Journal Articles:**  
Name S, Rodney K. 2025. Evaluation of the Saskatchewan Hip and Knee Pathway. *Canadian Journal of Surgery*, 165(5):1593-602.

**Column Articles:**  
Name(s), Beneath Medicine: A review. College of Medicine MyMD blog, 2024 July.

## PRESENTATIONS

**Name S, Rodney K.** Evaluation of the Saskatchewan Hip and Knee Pathway. College of Medicine Research Symposium, Oct 16, 2024.

**Name S, Rodney K.** Evaluation of the Saskatchewan Hip and Knee Pathway. Saskatchewan Health Innovation Conference, Nov 25, 2024.

## Potential Sections to include in Program-Specific CV:

The hierarchy of categories can change based on the individual, although education, research, and clinical rotations should always be close to the top as they are most relevant.

- **Education/Academic Credentials/ Academic History** (includes thesis/ dissertation/project title)
- **Certifications/Designations** (non-academic credentials)
- **Clinical Experience**
- **Leadership Experience**  
Executive club roles such as President or Treasurer, founding roles, and formal leadership training
- **Research Interests/Teaching Interests** (reflective of your current competencies and future interests)
- **Research/Research Experience** (current funded research projects, research assistantships, thesis, dissertation, postdoctoral fellowships, abstracts)
- **Research Funding History/ Project Grant Information/ Research Grants** (Categories: Senior Responsible Author, Principal Author, Co-Principal Author, Co-Investigator, Collaborator)
- **Honours/Awards/Distinctions/ Recognitions** (academic awards, medals, fellowships, scholarships, prizes)
- **Teaching Experience/Academic Work History/Academic Achievements/Teaching Dossier** (examples of scholarly work: teaching experience, instructorships, teaching assistantships, marker)
- **Related/Supplementary Work Experience/Consulting Experience** (list all relevant work experience)

## CONTINUED

### Potential Sections to include in your CV:

- **Graduate Student Committee/Conference Organizer**
- **Intellectual Property**  
(Categories: Patents Granted/Pending, Copyright, Licenses, Disclosures, and Trademarks)
- **Artistic Exhibitions/Performances/Works/Compositions**
- **Languages** (level of reading, writing and oral fluency or competency)
- **Professional Organizations/Memberships/Advisory Committees/Research Groups**
- **Publications** (Sub-categories: Peer-reviewed, Non-peer reviewed, Works Submitted, Works in Progress, Reports, Technical Articles, Print, Social Media, Books, Chapters; use the editorial style that is associated with your discipline)
- **Additional Medical Education**  
(Sub-categories: Papers—both contributed and refereed, Posters, Presentations, Proceedings, Attended, Invited Lectures/Seminars)
- **Community Contributions/Involvement (both academic and non-academic)**

Provide quantitative and/or qualitative details when possible. This helps committees to better understand the scope of your experience.

Student's Name

## CLINICAL EXPERIENCE

### General Surgery Electives

General Surgery	Saskatoon, SK	Dr. R. Rodney	Sept 1 – 14, 2025
General Surgery	Regina, SK	Dr. A. Patel	Sept 15 – 28, 2025
Pediatric General Surgery	Calgary, AB	Dr. G. Lopez	Sept 29 – Oct 12, 2025
General Surgery	Vancouver, BC	Dr. H. Wang	Oct 27 – Nov 9, 2025

### Complimentary Electives

Emergency Medicine	Regina, SK	Dr. S. Cohen	July 21 – Aug 3, 2025
Vascular Surgery	Calgary, AB.	Dr. T. O'Reilly	Aug 5 – 17, 2025
Medical Education	Saskatoon, SK.	Dr. R. Abadi	Oct 13 – 26, 2025
Anesthesia	Saskatoon, SK.	Dr. V. Bennet	Nov 24 – Dec 7, 2025
Family Medicine	Saskatoon, SK.	Dr. Z. Graham	Dec 8 – 21, 2025
Intensive Care Unit	Saskatoon, SK.	Dr. M. Whitman	Mar 16 – 22, 2026
Critical Teaching Unit	Saskatoon, SK.	Dr. K. Muller	Mar 30 – April 12, 2026

## LEADERSHIP AND VOLUNTEER EXPERIENCE

### Surgical Student Leadership

**President** Sept 2024 – Sept 2025  
Gender Representation in Medicine and Surgery, Saskatoon, SK.

- Spearheaded college-wide events, including the 2024 Gala.
- Presented at the Women in Medicine conference.

**President** Aug 2023 – June 2024  
College of Medicine Surgical Interest Group (SIG), Saskatoon, SK.

- Led committee to organize surgical skills events and talks on a career in surgery.

**First Year Representative** Aug 2022 – June 2023  
SIG, Saskatoon, SK.

- Represented the first-year class and communicated key events to peers.

### Mentorship and Community Involvement

**Peer Leader** Aug 2023 – June 2024  
Professional Learning Network, Saskatoon, SK.

- Created and led several small-group sessions for medical students.
- Successfully planned group events to foster community with junior peers.

**Volunteer** Sept 2022 – Present  
Student Wellness Initiative Toward Community Health (SWITCH), Saskatoon, SK.

- Provided social services (food preparation, childcare, women's programming) twice per month at this inner-city, interprofessional, student-run clinic.

## CaRMS Portal CV Categories:

- Contact Information
- Medical Education
- Undergraduate Clinical Electives
- Non-medical education
- Licensure
- Declaration
  - Disciplinary action
  - Return of service agreements
- Scholarly Activities and Research Experience
  - Publications
  - Research
  - Presentations
  - Non-clinical training/certifications
  - Conferences attended
- Volunteer Experiences
- Achievements and Interests
- Awards
- Committees

Using action words to begin your statement will help you create a more powerful and concise example of your skills and/or responsibilities. Consult the suggested Medical Expert Action Words provided on Page 6.

## Letter of Reference (LOR)

LORs are a required component of your application to residency (CaRMS). You do not get to view the contents of a LOR, so it is important to have an honest discussion with your referee about your performance and how they can support your application for a particular specialty."

- Program tend to request three LORs.
- Referees attest to your clinical skills either during your third-year rotations or fourth-year electives. Occasionally, you may request an academic supervisor for research you have worked on to be a referee.
- Program descriptions are on CaRMS.ca and clearly identify the criteria for referees.
- You may to choose to create a cover sheet to send referees that outlines what they are to write about, accompanied by your CV.
- Referees submit their letter via CaRMS.ca or by mail
- Check what reference format your programs of interest require on their CaRMS program description.

Don't neglect to include a hobbies and interests section. This can be a useful section for programs to learn about you and to break the ice during CaRMS interviews.

Student's Name

### RELEVANT WORK EXPERIENCE

#### Saskdocs Rural Externship Program

La Ronge, Saskatchewan  
Supervisors: Dr. R. Jones. Dr. T. Smith

June 1 – July 21, 2024

- Performed histories, physical examinations, and suggested investigations, differential diagnoses, and management plans in a northern family medicine clinic, hospital, and emergency medicine department.

#### Physiology Tutor

University Learning Centre, University of Saskatchewan, Saskatoon, SK

Sept 2020 – May 2022

- Met with junior physiology students in small groups and individually to review concepts and prepare for exams for Physiology 208 class.

#### Basketball Coach

Walter Murray Collegiate, Saskatoon, SK

Aug 2016 – July 2017

- Planned and led team meetings, practices and training sessions.
- Organized tournament trips and collaborated with athletes, parents, teachers and fellow coaches.

### AWARDS

University of Saskatchewan Surgical Prize

May 2023

University of Saskatchewan Dean's Honour Roll

May 2021

University of Saskatchewan Physiology Scholarship

May 2020

### MEMBERSHIPS

Student Medical Society of Saskatchewan (SMSS)

Canadian Federation of Medical Students (CFMS)

Canadian Orthopedics Association (COA)

Canadian Society of Sports and Exercise Medicine (CASEM)

### CONFERENCES ATTENDED

Canadian Society of Sports and Exercise Medicine, Calgary AB

March 2019

General Surgery, Update, Saskatoon, SK

May 2020

Women in Medicine, Saskatoon, SK

Nov 2021

### HOBBIES AND INTERESTS

- Long-distance running – I've run the Saskatchewan Marathon in 2022, 2023, and 2024
- Cooking – trying new recipes, especially Mexican cuisine
- Languages – fluent in English and French, functional in Hindi.

Relevant work experience depends on the individual. The experience should be recent and relevant (health care related). It may include community-based organizations such as an office assistant role at a doctor's office or roles in your "life before medicine" (Ex. teacher, paramedic, pharmacist).

Consider including your summer community experiences in rural or northern areas.

Include any awards and scholarships you received during medical school and during your undergraduate experience.

Join the national organization for your specialties of interest. Many have free or discounted student memberships.

## Components of a Residency Application

There are several documents that make up a residency application, but not all documents are required for all programs or matches. Always consult the program descriptions for specific requirements available at [carms.ca](https://carms.ca). You should review these descriptions regularly to make sure you are aware of the latest requirements, as modifications are made throughout the year. These document types may be required in your applications to programs:

- College of Medicine Transcript
- Medical Student Performance Record (MSPR)
- CV
- Personal Letters (inline)
- Letters of Reference
- Proof of citizenship (notarized or certified)
- Photo (JPEG max. 2MBs) (not revealed to programs until after interviews offered)

*Note: Some programs require very specific reference letters. For example, some Radiology programs have asked for a reference from a General Surgeon. So be sure to review these requirements early to ensure you have all the necessary documents.*

AAMC's Careers in Medicine® (2016) notes that the number of residency programs to which you should apply is specific to your situation and comprised of:

- the content of your application (i.e., your competitiveness),
- the competitiveness of the specialty you're pursuing,
- the competitiveness of the programs you're pursuing,
- your geographic restrictions, and
- any other constraints.

The more competitive the specialty and programs and the more constrained you are by location and other factors, the more programs you'll need to apply to for a successful match. Your ultimate goal: identifying enough programs you're willing to attend that, considering your specific situation, will land you a residency spot. Keep in mind that some specialties may only offer a limited number of seats nationwide (e.g., 12 spots across all programs), so it's important to consider a parallel plan in case your first choice proves too competitive.

The most commonly reviewed file elements are the completeness of your documents and your application, the content of your LORs, and how you've aligned and conveyed your interest in the specific discipline or program.

The Canadian Resident Matching Service (CaRMS) is a national, independent, not-for-profit, fee-for-service organization that provides a fair, objective and transparent application and matching service for medical training throughout Canada. They have matched 70,000+ medical students to available residency training positions. CaRMS administers the electronic process that matches medical students and residents with residency programs throughout the country.

## Canadian Resident Matching Service (CaRMS)

<b>SEP</b>	<b>CARMS ONLINE OPENS FOR APPLICANTS</b>
<b>OCT</b>	<ul style="list-style-type: none"> <li>■ PROGRAM SELECTION OPENS</li> <li>■ CAN START ASSIGNING DOCUMENTS TO PROGRAM</li> </ul>
<b>NOV</b>	<b>MSPR, TRANSCRIPT MILESTONE</b>
<b>NOV</b>	<b>MAIL LETTER OF REFERENCE MILESTONE</b>
<b>NOV</b>	<b>APPLICATION AND DOCUMENT SUBMISSION DEADLINE</b>
<b>JAN</b> to <b>FEB</b>	<b>INTERVIEW PERIOD</b>
<b>FEB</b>	<b>APPLICANT RANK ORDER LIST DEADLINE</b>
<b>MAR</b>	<b>MATCH DAY</b>

### CaRMS help desk

[help@carms.ca](mailto:help@carms.ca)

1-877-227-6742

Always consult [carms.ca](https://carms.ca) for the most up-to-date match timelines, as they are time sensitive.

# Medical Expert **Action Words**

## Leader

Accelerated	Contracted	Facilitated	Instituted	Presided	Reviewed
Achieved	Decided	Governed	Lead	Prioritized	Scheduled
Administered	Delegated	Harmonized	Motivated	Produced	Spearheaded
Appointed	Designated	Hired	Named	Recommended	Strengthened
Assigned	Directed	Implemented	Negotiated	Reconciled	Supervised
Chaired	Executed	Improved	Oversaw	Reorganized	
Conducted	Evaluated	Initiated	Planned	Reported	

## Communicator

Addressed	Conferred	Documented	Inspired	Published	Suggested
Aided	Consulted	Drafted	Interpreted	Read	Summarized
Advised	Contributed	Edited	Interviewed	Recruited	Talked
Appraised	Convinced	Enlisted	Mediated	Represented	Translated
Arranged	Corresponded	Explained	Merged	Reported	Unified
Authored	Counselled	Expressed	Moderated	Resolved	Updated
Briefed	Debated	Formulated	Printed	Rewrote	Verbalized
Clarified	Directed	Influenced	Promoted	Spoke	Wrote

## Scholar

Analyzed	Critiqued	Extrapolated	Located	Solved	Uncovered
Calculated	Diagnosed	Gathered	Monitored	Studied	Verified
Catalogued	Discovered	Identified	Observed	Summarized	
Collected	Evaluated	Inspected	Organized	Surveyed	
Compared	Examined	Interpreted	Proved	Synthesized	
Conducted	Explored	Interviewed	Researched	Tabulated	
Correlated	Extracted	Investigated	Reviewed	Tested	

## Professional

Achieved	Expanded	Provided	Risked	Succeeded	Utilized
Adapted	Furnished	Raised	Saved	Supported	Widened
Attained	Increased	Recommended	Simplified	Surpassed	Won
Completed	Introduced	Reduced	Solved	Transferred	
Contributed	Multiplied	Restored	Streamlined	Troubleshoot	
Decreased	Opened	Revamped	Strengthened	Uncovered	
Eliminated	Pioneered	Revised	Structured	Unified	
Established	Proposed	Revitalized	Submitted	Upgraded	

## Health Advocate

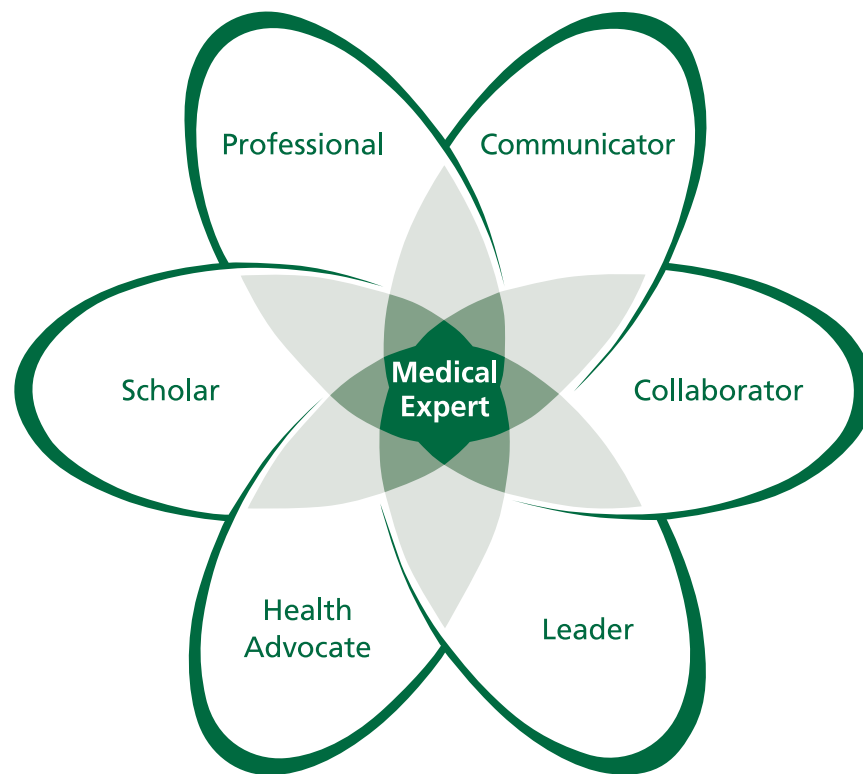
Advised	Cared	Diagnosed	Familiarized	Provided	Served
Advocated	Clarified	Educated	Guided	Referred	Suggested
Aided	Coached	Empathized	Helped	Rehabilitated	Supported
Assessed	Communicated	Encouraged	Intervened	Related	Trained
Assisted	Coordinated	Expedited	Mentored	Represented	Tutored
Attended	Counselled	Facilitated	Motivated	Saved	Volunteered
	Delivered				

## Collaborator

Allied	Cooperated	Implemented	Managed	Resolved	Transitioned
Banded	Demonstrated	Interdisciplinary	Negotiated	Shared	Understood
Collaborated	Engaged	Joined	Participated	Teamed	
Combined	Established	Maintained	Respected	Transferred	

# CanMEDS Framework

CanMEDS is a framework that identifies and describes the abilities physicians require to effectively meet the health care needs of the people they serve. These abilities are grouped thematically under seven roles. A competent physician seamlessly integrates the competencies of all seven CanMEDS Roles. It is important to integrate the CanMEDS language into your residency application documents to emphasize your competencies in these areas.



Copyright © 2015 The Royal College of Physicians and Surgeons of Canada. <http://rcpsc.medical.org/canmeds>.  
Reproduced with permission.





## Resources and supports for writing your CV

### [CV guide](#)

Writing Your CV and PL (Year 1 lecture)

Components of a Residency Application (Year 2 lecture)

CV and PL Workshops (Year 3)

Residency Application Review appointments (Mandatory for Year 4 students)

### [CV and PL review appointments with a Career Advisor](#)

### [The USask Library's Writing Help Desk](#)

### [AAMC's Preparing Your CV](#)

### [Student-moderated CV & PL bank](#)

### [NLM citation format for your publications and presentations.](#)

Send your questions to [med.careeradvising@usask.ca](mailto:med.careeradvising@usask.ca)

### **Office of Career Advising and Mentorship (OCAM)**

5834 – 107 Wiggins Road  
Saskatoon, SK S7N 5E5  
Student Services, College of Medicine  
University of Saskatchewan  
Saskatoon, SK Canada S7N 4L3  
Email: [med.careeradvising@usask.ca](mailto:med.careeradvising@usask.ca)  
Tel: (306) 966-7275

### **Career Services**

G50, Lower Marquis Hall (below the bookstore)  
97 Campus Drive  
University of Saskatchewan  
Saskatoon, SK, Canada S7N 4L3  
Email: [secc@usask.ca](mailto:secc@usask.ca)  
Tel: (306) 966-5003



UNIVERSITY OF  
SASKATCHEWAN