

# LAFAYETTE COLLEGE

*Health Professions Program*

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## INSTRUCTIONS FOR COMPLETING YOUR HEALTH PROFESSIONS ADVISORY COMMITTEE CURRICULUM VITAE

**Your Approach:** To prepare your CV you need to understand its purpose: to provide details about your coursework qualifications, research and clinical skills and experience, publications and other academic qualifications. To do this requires that you think in terms of quantifiable data for hours spent, dates and timing, and documentation of supervisors. To use a CV for HPAC purposes, you need to be selective and concise, as well as relevant. Do NOT be redundant! You must make judgments about individual volunteering/shadowing experiences to determine where best they ought to be presented. We provide below both rationale for and examples of entries used on the sample template attached. For your convenience, we have color-coded instructions to the template; please remove the color-coding on your final submission. Be sure to include your specific responsibilities wherever possible, but save explanations for how valuable the experience was in your educational development for places like your Personal Information Form (PIF) or cover letters and essays.

We have provided a professional format that ties related items together with spacing and alignment. Restrain your use of multiple fonts and designations as it can appear jumbled—you are going for sleek and inviting. Plus you want to use space effectively, not waste it. Length is less important than content and for HPAC, you should be active in achievement. Be sure to use only tabs, columns, defined indents or blind tables in your formatting...NEVER employ spaces!! You can use the left and right justification properties to achieve a smooth finish.

We have suggested Calibri as one font, but use an easily-viewed one. Adobe Heiti Std R is sleek and uses more spacing between lines, so it is clearer. Consolas, Candara and Arial are all clean-looking. Cambria and Times New Roman, while popular, have multiple edges and finish that can challenge aging eyes who are reading your work! Change font characters (sizing, italics, bold, small caps, etc) only for headings and such. Be consistent! Search for the consistent usages in the attached template.

Finally, be sure to EDIT and PROOFREAD meticulously! Even where you are using sentence fragments or lists, use parallel grammatical forms. Use formal standard English and find a grammar 'nazi' to triple check your verb tense and dependent clauses! Your CV, along with your essay and your entire application must be PERFECTLY ERROR FREE! A single typographical error can stand out and diminish an otherwise stellar application.

**Section 1: Heading** We have done a left justified format, but you can employ a centered one or just center your name, dividing your heading and contact information into suitable columns.

**Section 2: Education** Include what is applicable. Be sure to list your degree as anticipated until you are an actual graduate—to do otherwise is potentially misleading. In considering Honors and Academic Awards, be thorough: consider from the PIF checklist different scholar awards (and if multiple years, indicate that too), as well as Convocation or Commencement awards. For coursework remember you will submit a transcript, but this is a place where you can allow your medical preparation to shine—list foundational courses and follow with relevant coursework in alphabetical order by name. Be sure to indicate laboratory, writing intensive, or competitive admissions courses.

**Section 3: Clinical Experiences** This should include your health professions experiences, whether they are SHADOWING (refrain from using only ‘extern’ or ‘intern’ since they are not standard terms, but you can use them in conjunction with ‘shadowing’ here), paid EMT, volunteer hospital or clinic work...these are those medical experiences on which you are drawing as justification for your career. Be sure to document supervisors, provide contact information and quantify hours since the application services will require that as well. Also specific attention to your obligations—what you needed to do when you were volunteering or working, and what you were able to observe and learn when you were shadowing.

**Section 4: Research Experience** Same approach as with clinical HP experiences. Especially important are things like ‘full time summer research’, ‘project as part of coursework’ or ‘cure project’ and if the research outcome included dissemination (as an oral or poster presentation, peer reviewed manuscript, etc.). Supply the complete project title. Again, your responsibilities here are keen.

**Section 5: Leadership Experience** Be selective here and include those positions where you demonstrated passion and commitment. If you held a title and progressed through an institution or club, be sure to indicate that. But if you dispensed important obligations, be sure to include that, even if not captured by a title. In much the same way as above, highlight responsibilities and hours spent.

**Section 6: Additional Experience** this can include activities like clubs, other extracurricular efforts, athletics and also volunteer, service or paid experiences. Again, highlight responsibilities and hours to demonstrate your commitment. Be careful not to pad here.

**Section 7: Publications and Presentations** If your research or work or even volunteer experience resulted in a formal presentation, use this. If you do not have any yet to your credit, eliminate this section entirely.

**Section 8: Support Skills** This includes important technical, artistic, linguistic skills you want to mention, especially if they figure into your essay and your holistic portfolio.

**Section 9: Further Information** This can include information about your hobbies or other interests that may not be directly related to your interest in a health professional career, but that you might want to highlight as ways of complementing your portfolio.

**Instructions for Submission:** Please provide your CV either in hard copy, or in electronic form as a .doc, docx, or .pdf for ease of transmittal. Complete it **NO LATER THAN 1 MARCH 2022** and submit it to the **Office of Advising and Co-Curricular Programs, Health Professions, 101 Scott Hall, [healthprofessions@lafayette.edu](mailto:healthprofessions@lafayette.edu)**. Be certain to retain copies for your own records.