

RESUMES & CVs

What is a resume?

Your resume is a marketing tool, meant to provide a valuable summary of your individual accomplishments and qualifications. It allows you to present your skills, experiences, and knowledge to potential employers in an efficient and concise way. **It is not a biography.** Only include relevant information. You should not list all of your past experiences.

How is a resume different from a CV?

A Curriculum Vitae (CV) focuses on your education, research, publication, teaching and presentation experiences. It is meant to give the reader a detailed understanding of your accomplishments. If you are applying to a residency program, a CV may be better tailored to articulate your experiences. If you are planning to practice dentistry immediately after graduation, a resume is likely a better option. Additionally, if you haven't done research, taught, been published or presented at a conference, you should use a resume.

Format

- Resumes should be 1-2 pages; a CV does not have a page limit. Both on 8 ½ x 11" paper.
- Include headings (education, honors/awards, licensure, professional experience, research, leadership experience, conferences attended, skills, etc.)
- Chronological order within headings.
- Keep formatting consistent.
- No graphics or shading.
- Document should be easy to skim. Be careful of crowding the page with too much text or lack of spacing.
- Use bullet points or phrases to explain what you did at each position that you list.

Content

- Personal information (name, address, phone, professional email) should be placed at the top.
- *Do not* include pictures (unless asked by residency program), date of birth, social security number, or any demographic information.
- Present your experience in a way that makes it relevant to the position you're applying to. If you don't have a lot of directly applicable experience, focus on articulating your transferable skills.
- Do not simply list the company or organization where you worked. Include what you accomplished in that role.
- Include company/organization name, location (city, state or city, country if outside US), job title, dates of involvement & description).

Please contact Maggie McMorro, Assistant Director of Student Affairs and Career Services, for specific questions and to review any career materials! Maggie.McMorro@tufts.edu

Additional Considerations

- Always be honest and accurate.
- Start each of your descriptions with an action verb. Refrain from writing in complete sentences.
- Differentiate your resume/CV from other applicants. Although dental school is very time consuming, try to participate in something outside of classes and clinic. Get involved and include any PT jobs you held during dental school. This is a huge testament to time management and organizational skills.
- Be sure to include TUSDM clinic experience, externships, & shadowing and/or assisting experiences
- Check out ASDA's website for additional helpful resources:
<https://www.asdanet.org/utility-navigation/career-compass-home/post-grad-programs/writing-your-cv>

Possible Headings

Your headings should be customized to fit your experiences. There is no exact number of headings that you should have, but make sure that each experience appropriately fits.

- Education
- Awards/Honors
- Dental Experience
- Community Engagement
- Leadership Experience
- Professional Affiliations
- Skills

Citations

If you plan to include published research articles or presentations, make sure to cite them professionally. Below are two examples of citations.

Published Research (example from The Journal of the American Dental Association):

Banerjee, A., Frencken, J.E., Schwendicke, F., Innes, N.P.T. Contemporary operative caries management: consensus recommendations on minimally invasive caries removal. Br Dent J. 2017; 223(3): 215-222.

Poster Presentation Example:

Moore, M & Alexander, K. The effects of student affairs on dental students' well-being. Poster session presented at: American Dental Education Association Annual Session; 2017 Mar 18-21; Long Beach, CA.

Please contact Maggie McMorrow, Assistant Director of Student Affairs and Career Services, for specific questions and to review any career materials! Maggie.McMorrow@tufts.edu

Sample Resume #1 (1 page)

JORDAN SMITH

1 Kneeland Street • Boston, MA 02111 • 617-123-4567 • jordan.smith@tufts.edu

EDUCATION

Tufts University School of Dental Medicine, Boston, MA Expected May 2020
Doctor of Dental Medicine
Dean's List 2016-2017

University of Florida, Gainesville, FL May 2016
Bachelor of Science in Biology

CLINICAL EXPERIENCE

TUSDM Group Practice Dorchester, Boston, MA Sept. 2019-Present
Teaching Assistant

- Assist and advise students on treatment planning and diagnosis, patient assistance and procedures
- Aid faculty and staff with duties including exam proctoring, interviewing incoming dental candidates and infection control auditing

The Dimock Center, Roxbury, MA Fall 2019
Extern

- Completed five-week externship at Boston based community health center
- Independently treated pediatric and adult patients; Treated an average of 6-8 patients per day
- Created individualized treatment plans for patients with limited financial resources
- Refined time management and clinical skills; Services provided included operative dentistry, crown and bridge and complete and partial dentures

Johnson Dental Associates, Gainesville, FL Sept. 2015-May 2016
Dental Assistant

- Worked chairside with dentist; Assisted the dentist on all dental procedures
- Sterilized instruments, disinfected, cleaned and prepared operatories for specific dental procedures

COMMUNITY INVOLVEMENT

Volunteer, Project BRIDGE, Boston, MA Sept. 2017-May 2019

- Provided free dental services to teenagers at Bridge Over Troubled Waters, a service organization for homeless and runaway youths
- Provided oral exams, prophylaxis, scaling and root planning, radiographs and restorative procedures
- Completed exams, cleanings, and fillings under the supervision of Tufts faculty members

PROFESSIONAL MEMBERSHIPS

Academy of General Dentistry, 2016-Present, Massachusetts Dental Society, 2016-Present

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Sample Resume #2 (1 page)

ADELE A. SMITH

1 Kneeland St. Apt. #23 | Boston, MA 02115 | 617-123-4567 | adele.smith@tufts.edu

EDUCATION

Tufts University School of Dental Medicine | Boston, MA Expected: May 2020
Expected Degree: Doctor of Dental Medicine (D.M.D.)

Syracuse University | Syracuse, NY

College of Arts & Sciences, May 2013 Degree: B.S. Biology, with Distinction

AWARDS & HONORS

- The Rudolph Hanau Best of the Best Award for Excellence in Prosthodontics Tufts University School of Dental Medicine Dean's List, all semesters
- Syracuse University Merit Scholarship Recipient

CLINICAL EXPERIENCE

Tufts University School of Dental Medicine | Boston, MA Student Provider | May 2017- May 2019

- Skilled in diagnosis and treatment planning in order to provide comprehensive care
- Trained in new patient encounters, medical history taking, radiology, diagnosis, treatment planning, emergency care, non-surgical periodontal treatment, operative, single and multi-unit crown and bridge, implant restorations, removable prosthodontics, endodontic therapy, extractions

The Dimock Center | Boston, MA Dental Extern | June 2017-July 2018

- Spent 5 weeks at an urban community health center providing care to an underserved population consisting primarily of the Hispanic and African American populations
- Performed examinations, non-surgical periodontal treatment, operative, endodontic therapy, fixed prosthodontics, removable prosthodontics, and emergency care
- Saw 6-10 patients a day

COMMUNITY ENGAGEMENT

Josiah Quincy School volunteer | Boston, MA

- Tutored middle and high school students after school with miscellaneous subjects
- Advised about applying to college and post high school plans

TECHNOLOGY SKILLS

- Proficient with Windows & Mac operating systems
- Experienced in Axium and eClinicalWorks dental software systems

ADDITIONAL SKILLS

- Fluent in Spanish

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