

CaRMS prep by OAW Part 1 - CV May 17, 2022

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Basic INFO - to prep for CaRMS

1. COMPONENTS -

- ✓ **CV** (Complete by Aug/Sept 2023)
- ✓ **CaRMS SITE - (Portal opens Oct 3rd, overview session in mid-Sept)**
 - i. Can start uploading documents
 - ii. Request transcripts, MINC #
 - iii. Request References OCT-DEC
 - iv. Transfer personal info from LONG CV to CaRMS online
- ✓ **Personal letters** (First drafts November, edits Dec, complete by early Jan 2023)

2. DEADLINE - DONE WITH MOST BY WINTER BREAK - Dec 19, 2022

- ✓ Assign documents to each program Jan 2-9th
- ✓ CLOSES JAN 10th at 10AM

3. INTERVIEWS - Feb 6-26, 2023

CaRMS PLANNING TIMELINE

[CaRMS 2023 R1 1st iteration timeline](#)

[OAW CaRMS timeline and resource page](#)

CV - Hearsay and Myths

1. Is a CV needed? Yes - but usage by programs vary
 - a. Some look at the short CV
 - b. Some look at the CaRMS portal
 - c. Some look at both :)

2. I have nothing to put on it compared to my peers
 - a. STOP comparing...the best thing about CaRMS is that each of you are a unique applicant
 - b. FOCUS on YOU, your interests, goals



The Art of Writing a CV

- ❑ The CV is an important aspect of your residency application
 - It is **required** for applications to specific programs
 - Allows the committee to see the candidates at a glance
 - It is a living document that represents you!
- ❑ Provides the committee with a concise description of:
 - Your background
 - Professional experiences
 - Academic accomplishments
- ❑ Remember: You had a great CV to get into medical school but it **needs to be updated** (and even re-vamped) for residency. You can create more than one CV (ie one tailored for FM, one for plastics)
- ❑ You should provide a copy of your CV to referees upon requesting a reference letter
- ❑ Activities/experiences that are not listed on your MSPR can appear on your CV (such as research experience and paid work positions, and accomplishments prior to med school)



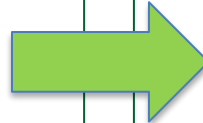
The Great Debate: Long vs. Short CV

You should have two versions of your CV:

Only submit the “Short CV” to CaRMS

Step 1: Long CV- Master

- No limit to length
- Includes all undergraduate and med school experiences
- Detailed descriptions of each activity
- Can be edited for specific positions
- Everything can be entered into online fields on the CARMS portal



Step 2: Short CV

- Short and to the point
 - 2-4 pages maximum
- Concise summary of master cv that **you choose to highlight in a new document**

Useful for:

- Requesting reference letters
- For application for specific programs



How do I style my CaRMS CV?

- Must be concise, precise, organized and professional
- Spell check is a MUST!
- Between 2-4 pages maximum
 - Program Directors may stop reading if it is too long and miss the buried gold
- The most important information should always be found at the top and bottom of each page or section:
 - Readers often quickly skim the middle of a document
- Use reverse chronological order (most recent first)
- It is a reflection of YOU.



How do I format my CV?

- ❑ Be consistent (with formatting and style!)
 - It is recommended to put the dates on the **right-hand side**
- ❑ When listing dates, only indicate the year. DO NOT include months or seasons
 - May – August 2020 or Summer 2020
- ❑ Use one type of font only: Times New Roman, Arial, Calibri, Verdana, etc.
 - Fancy fonts and colors are not appreciated (keep it professional)
- ❑ Font size should be between 10.5 and 12 point
- ❑ Use font styles sparingly (bold, italics, underline)
 - Bold is good for headings and to emphasize key information
 - Example **Doctor of Medicine**, University of Alberta
- ❑ You can adjust your margins a little but keep them between 0.75 " to 1" all over



Before we start: Header and Footer

- Use your name as the header, not “Curriculum Vitae”
- You **do not** need to include address (perhaps consider your general location)

Anne Jones

Edmonton AB | Vancouver BC

780-300-5000

aj3@ualberta.ca

- Be sure to repeat your name and ualberta e-mail address on every additional page of your CV (after your first page)

Anne Jones
aj3@ualberta.ca

- Do not forget to include page numbers at the bottom of each page. Be sure to include the total page count (ex: 1/3, 2/3, 3/3)



What sections should I include in my CaRMS CV?

1. Education (degrees, including incomplete degrees)
2. Relevant clinical experiences (electives)
3. Research Experience/Scholarly Products
4. Medical Education/Curriculum Development
5. Leadership/Community Involvement
6. Work Experience

Typically very substantive sections

Sections where you will likely need to write Achievement Statements in bullet form.

7. Professional Development/Relevant Courses/Conferences
8. Awards (relevant/prestigious)
9. Memberships & Affiliations
10. Language Proficiency

Typically cut first for conserving space

11. Hobbies // Interests

No Objective or Purpose section



1. Education

- Include all of the formal education you have received after high school
- If you have completed an Honors or Master's Degree or PhD or ICC this can be highlighted by included thesis title, weeks in community

EDUCATION

Doctor of Medicine, University of Alberta, 2017-2021

ICC Program: 48 weeks integrated rural experience

Bachelor of Medical Science, University of Alberta 2018

BSc Kinesiology program (incomplete), University of Alberta 2014-2017



2. Relevant Clinical Experiences (i.e. electives)

List all of your electives for 4th year first

- Include from September 2021 through electives planned in 2023 (if they are relevant to the specialty you are applying to)

Include pre-clerkship electives if they are relevant to your career plan

DO NOT need to describe the experience, unless very unique/specific

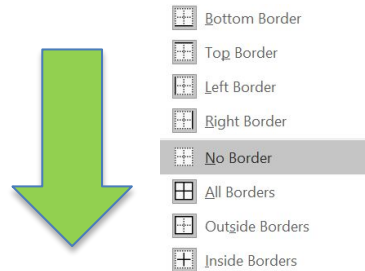
The name provides the description: urogynecology, obstetrics & gynecology; GIM consult service, internal med ambulatory; peds GI vs peds

Developmental Pediatrics Glenrose Rehabilitation Hospital Edmonton AB	2023
Urban Family Practice Allin Clinic Edmonton AB	2023
Palliative Care – Grey Nuns Community Hospital, Edmonton AB	2022
Neurology Stroke Team – University of Alberta Hospital, Edmonton AB	2022
Rural Family Practice – Ebenezer Medical Clinic, Red Deer AB	2022
Community Psychiatry – Edmonton Mental Health Clinic, Edmonton AB	2022
Physical Medicine & Rehabilitation – Glenrose Rehabilitation Hospital, Edmonton AB	2021
Forensic Psychiatry – Alberta Hospital Edmonton, Edmonton AB	2021

Formating Aside: Invisible tables *bonus points*



Developmental Pediatrics - <u>Glenrose</u> Rehabilitation Hospital	Edmonton AB	2022
Urban Family Practice - <u>Allin</u> Clinic	Edmonton AB	2022
Palliative Care - Grey Nuns Community Hospital	Edmonton AB	2021



Developmental Pediatrics - <u>Glenrose</u> Rehabilitation Hospital	Edmonton AB	2022
Urban Family Practice - <u>Allin</u> Clinic	Edmonton AB	2022
Palliative Care - Grey Nuns Community Hospital	Edmonton AB	2021

***Easier than fiddling with "TAB"**

Formating Aside: More options

Developmental Pediatrics | Glenrose Rehabilitation Hospital | Edmonton AB 2022
Urban Family Practice | Allin Clinic | Edmonton AB 2022
Palliative Care – Grey Nuns Community Hospital, Edmonton AB 2021



Developmental Pediatrics	Glenrose Rehabilitation Hospital	Edmonton AB	2022
Urban Family Practice	Allin Clinic	Edmonton AB	2022
Palliative Care	Grey Nuns Community Hospital	Edmonton AB	2021

Developmental Pediatrics	Glenrose Rehabilitation Hospital - Edmonton AB		2022
Urban Family Practice	Allin Clinic - Edmonton AB		2022
Palliative Care	Grey Nuns Community Hospital - Edmonton AB		2021



Developmental Pediatrics Glenrose Rehabilitation Hospital - Edmonton AB 2022
Urban Family Practice Allin Clinic - Edmonton AB 2022
Palliative Care Grey Nuns Community Hospital - Edmonton AB 2021

***Build tables to protect your spacing and style choices, then remove borders (easy)**

3. “Research” or “Scholarship”

Research Experience

- List all of the research activities you have been involved in (including undergraduate, Master’s, PhD, summer studentships)

Paid research experience can go in this section as well or in the Work Experience section but will be presented in a different format

Publications

- Include the citation of the published article and be sure to Underline or Bold your name in the list of authors
- You can also include papers that have been submitted for consideration in this section, but be sure to clearly indicate that this is the case (ex: "In press" or "submitted for publication")

Oral Presentations//Posters/Abstracts

- Include any presentation you were invited to do outside of the regular MD curriculum
- If your data was presented at a conference but you did not do the presentation, indicate: "Research findings presented at..."

Exploring the incidence of sepsis in infants presenting with fever

2020

Supervisor: Dr Antonia Smith, Dept of Emergency Medicine, University of Calgary

- Patient recruitment, developed database, assisted in developing manuscript



4. Medical Education/Teaching Experience

(Can be included with above “Scholarship” or it’s own heading)

- This section is optional but it allows you to list any teaching/curriculum development experience you may have acquired.
- Teaching experience can be either formal (Teaching Assistant) or informal (Facilitator: Clerkship Bedside Teaching).
- Curriculum development projects (summer internships, informal contributions to curriculum (LGBTQ, Indigenous Health, Global Health, Pedscases, Surgery 101, Repro Health Podcast patient handouts, conference development)



5. Leadership/Community Engagement

(Can be separate headings, but often overlap)

- Section includes all of the volunteer and extracurricular activities you have been involved in
 - Leadership Positions: Leadership roles you have taken while in medicine or during your UG degree (academic or community focused)
 - Contributions to the Faculty (Clubs, Mentorship)
 - Contribution to community groups

- Be descriptive in leadership role to avoid unnecessary supplementary

VP Finance Medical School Association	2020
University of Alberta, Faculty of Medicine	
Children with Disabilities Support Aid	2019
Ability Centre, Dept of Kinesiology, University of Alberta	
International Disaster Relief Worker	2018
Katmandu, Nepal	



6. Work Experience

- ❑ Include only the positions that are pertinent or relevant to medicine and/or demonstrate accountability and work ethic. Usually includes *AFTER* high school unless highly relevant

- ❑ Paid research experience can go under "Research Experience" as well as "Work Experience" but you will use a more concise format in this section; only put it in one section



Writing ~~bullets~~... ~~descriptors~~... Achievement Statements! – A few tips

- ❑ Before we proceed, let's review **bullet points** (or whatever you choose to call them)
- ❑ Bullet points should be used to communicate the bulk of the information on your CV
- ❑ Bullets have a functional role in your CV and should advocate for the **Impact of your experiences**
- ❑ **Avoid sabotaging** your work by **presenting it blandly!**

Anatomy of a Successful Bullet

1. Strong Action Verb – set the stage
2. Who/What/How
3. Impact Statement



1. Strong action verb

*Bullets should indicate a significant action that sets the stage for what you accomplished through your experience

- Avoid the following:
 - “Responsible for”
 - “Duties included”

Use strong, purposeful, action words

Bland...	Engaging!
Helped..	Assisted Participated Supported
Handled..	Managed Resolved Mediated
Wrote..	Drafted Composed Published
Worked.. (Anything but this, please)	Collaborated



2. Who, What, How?

Ask yourself:

- Who did you work with?
- What did you do? What did your work entail?
- How did you spend your time?
- How did you do it?

***Do not assume** your reviewers knows what you did*

*When possible, quantitative **statements can be more impactful**

- E.g.** How many students did you mentor? For how long?
- This will help emphasize the **volume** and **extent** of your achievement



3. Impact Statement

- Statement clearly communicating the impact, consequences, and end-results of your efforts is essential
- Most reviews care mostly about results/outcomes
- Once again, **quantitative statements will be more impactful**

Frameworks to consider:

- What is the **positive outcome that I increased/improved/augmented**
- What is the **negative result that I mitigated/prevented/troubleshoot**
- Where was my work on this project **most impactful?**



Example Bullet

1. Strong Action Verb
2. Who/What/How
3. Impact Statement

Before	After
<ul style="list-style-type: none"> • Provided day to day leadership, creativity and team building 	<ul style="list-style-type: none"> • Organized 70+ team-building and creativity related events to establish a culture of resilience and community in a building of 400 first year students
<ol style="list-style-type: none"> 1. Vague starting verb. 2. Generic description of duties. 3. No mention of any impact – what was the point of your actions? 	<ol style="list-style-type: none"> 1. <u>Specific</u> and <u>strong</u> action verb to start 2. <u>Detailed</u> and <u>quantitative</u> description of who/what/how 3. Specific and <u>outcome focused</u> impact statement

*Real example bullets used with permission and anonymized where required.

- The “upgraded” bullets provide the right amount of detail and does justice to your efforts and impact
- Although quantitative elements is helpful, it's not always necessary so do not force it in.



Example Bullet

1. Strong Action Verb
2. Who/What/How
3. Impact Statement

Before	After
<ul style="list-style-type: none"> • 1200+ Axial and lumbar CT images analyzed, dataset and overall study management, statistical analyses, local/international collaboration, literature review & publication writing 	<ul style="list-style-type: none"> • Analyzed 296 thoracic axial CT scans and 215 lumbar CT scans, compared results, identifying unprecedented rates of [clinical presentation]* and finding a novel correlation between musculature and [clinical measurement]*.
<ol style="list-style-type: none"> 1. Action verb is fairly strong here. 2. The quantitative description is a bit vague, duties are listed. 3. There is a lack of outcome here. I'm sure you didn't just do 1200 CTs to no end! 	<ol style="list-style-type: none"> 1. Same word (it was a good choice). 2. This description <u>captures the scope</u> of the project, helping the reviewer understand how much work you put in! 3. The achievement and results and better conveyed. Your work is <u>more impactful</u> this way, rather than just a "ticked box" for your research experience.

*Real example bullets used with permission and anonymized where required.

- Both statements say the same thing, but the upgraded bullet is more lively, descriptive, and demonstrates impact!
- Detailed quantitative outcomes can be helpful, in this case the numbers are very specific.



7. Professional Development

(Optional, if have room or highly related to your area of interest)

Include any professional development activities you have been involved in or have received training in, such as:

- Training offered by Interest Groups
- Certifications: CPR instructor, Avalanche training
- Professional development: CMA Professionalism Series Seminar, CMA/CFMS
- Student Leadership workshop, Leadership seminars for medical students, etc.



8. Select Awards

- Not a mandatory section (*I don't think the Jason Lang will get you an interview...*). Can include only “selected awards”
- Include significant awards usually dating only back to UG/Grad School
- Absolutely include acclamations related to your discipline of choice:

Best Internal Medicine Clerkship Student, Grey Nuns Hospital, Edmonton

- The only exception to High School awards are ones that are particularly prestigious or related to discipline of choice: for example - Governor General Academic Medal, The Loran Scholarship
- Bold the titles, usually you do not include the monetary value, decide whether its important to describe the award (usually not essential)
- Be sure to list the information in reverse chronological order



9. Memberships & Affiliations (optional)

- May not be relevant to your application
- I don't think **AMA, CFMS, CMA** will sway reviewers...
- But including **College of Family Physicians, Society of Gynecologist/Obstetrician of Canada (SOGC)** might?
- Sometimes you can use it simply to complete a page to make CV look complete



10. Languages (can add to end of Hobbies, see next slide)

This is not a mandatory section to have on your CaRMS CV

Start with all of the languages in which you are fluent, then list any additional languages in which you have either beginner, intermediate or advanced knowledge

Dates are not necessary

Include tests of proficiency (e.g. Test de francais international), must include if applying to Quebec

Do not exaggerate your abilities.... You never know when the interviewer will switch to German if you indicated working proficiency...

LANGUAGES

French – Professional working proficiency

German – Limited working proficiency

Spanish – Native/bilingual proficiency



11. Hobbies & Interests (spend some time here)

This section is useful for many reasons:

- If you are requesting reference letters, this small section can help “round out” the referee’s perception of you as a person
 - In the interview, the panel can ask you questions about your interests, which may help them remember your candidacy (or help them relate to you)
 - PD’s want to know you can endure their residency program and have a repertoire of wellness activities

If you do not have enough room left on the page to include 3 lines of interests (shown in the example), you may opt to present the information this way:

Sports: volleyball, cycling, hockey (intramural/competitive)

Music: violin, piano, recording original music

Arts: creative writing, improv theatre (participant), beading, culinary

I have seen students use icons and small anecdotes that can also be effective



FAQ: Frequently Asked Questions!

- Do I repeat information?

Absolutely! The information must be repeated on your CaRMS application, MSPR letter and CV. But do NOT repeat in multiple sections in CV

- Do I include my undergraduate experience?

Of course! You had a life before medical school. You should not include high school unless you have done something extraordinary or won an exceptional award

- Does my CV have to follow a specific template?

No. Your CV is a document that represents YOU therefore we encourage you to make it your own (with regards to the look). For the format and order in which to present the information, we strongly encourage you to follow this template for your CaRMS application



- When should I start preparing my CaRMS CV?

Complete by August/September 2022

Send to OAW for review as well as peers/residents/family

can send to referees. referees will most likely ask you for a copy when agreeing to write you a reference letter.

Should I create multiple versions of my short CV?

If you are applying to more than one specialty, having two customized versions of your CV is reasonable (ex: One tailored for Gen surg and the other for OBS)