

# Theresa Jones

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## EDUCATION

Master of Science, May, 20XX  
**Physician Assistant Studies**  
University of Wisconsin-La Crosse in partnership with  
Mayo School of Health Science and Gundersen Lutheran Medical  
Foundation

Bachelor of Science, May, 20XX  
University of Minnesota  
Microbiology Major, Chemistry Minor

## CERTIFICATION

PANCE to be taken Month, 20XX

## CLINICAL EXPERIENCE

### Physician Assistant Clinical Rotations:

- Dermatology, Mayo Clinic, Rochester, MN
- Emergency Medicine, Gundersen Lutheran Medical Center, La Crosse, WI
- General Surgery, Luther-Midlefort Clinic, Eau Claire, WI
- Internal Medicine, Red Cedar Clinic, Menomonie, WI
- OB/GYN, Mayo Clinic, Rochester, MN
- Orthopedics, Mason City Clinic, Mason City, IA
- Pediatrics, Gundersen Lutheran Medical Center, La Crosse, WI
- Psychiatry, Franciscan Skemp Medical Center, La Crosse, WI
- Family Medicine, Fairmont Clinic, Fairmont, MN

### Electives in:

- Cardiology, Gundersen Lutheran Medical Center, La Crosse, WI  
Radiology, Franciscan Skemp

## PROFESSIONAL EXPERIENCE

**Research Assistant**, Pediatrics-Neonatology, The University of  
Iowa Hospitals & Clinics, August, 20XX - May, 20XX

- Conducted experiments and procedures in a biochemical and  
molecular biology research lab
- Set up and operated lab equipment; performed biochemical  
essays
- Recorded and consolidated data

## RELATED EXPERIENCE

Certified Nursing Assistant, Mountain Spring Nursing Home  
Burlington, Minnesota, 20XX - 20XX

## PROFESSIONAL AFFILIATIONS

American Academy of Physician Assistants  
Wisconsin Academy of Physician Assistants

## COMMUNITY INVOLVEMENT

Junior Achievement Volunteer Instructor, 20XX - 20XX  
Volunteer Big Sister, 20XX - 20XX  
Member, Rotary Club, Iowa City, IA, 20XX -20XX

## HONORS & AWARDS

Big Sister of the Year, 20XX  
Dean's List, University of Minnesota  
Regent's Scholarship, University of Minnesota

## HOBBIES & INTERESTS

Competitive swimming, civil war reenactments, computer enthusiast with a special interest in web page design and programming in Java

## REFERENCES

Available upon request.

OR list name, title, employing organization, and phone number of three to five references.

### Headings, formats, fonts

- The headings used in this example are not set in stone. Consider using other heads such as Academic Background, Employment History, Community Service, Presentations, Leadership Experience, or Research to convey your message.
- This is not the only acceptable format. Headings can be centered or flush left above sections of text.
- Use 10 - 12pt and avoid fancy fonts, all caps, script, underline and italics. **Use bold to emphasize.**

### To C.V. or Not to C.V.?

A Curriculum Vita (C.V.) is a document frequently used like a resume for employment in higher education, research and medicine. How is a C.V. different from a resume? C.V.s are usually longer and present information in more detail. Typical C.V.s include sections on research, publications, and presentations. But resumes may contain this same information. If you have presentations, publications or research that are *relevant to your employment interests* include them in your resume/C.V. But as a new professional in the field, you should strive to keep your resume/C.V. concise.

Some C.V. examples include personal information, such as birth date, place of birth, marital status and social security number. NEVER include this information in a resume or C.V. This is information that cannot legally be used by an employer to determine if you are qualified for a position.

Will your document be a resume or a C.V.? Maybe it will be both. Start by creating a document that presents your background as it relates to your employment interests. When you apply for positions that ask for a resume, refer to your document as a "resume". When you apply for positions that ask for a C.V., refer to that same document as a "C.V.".