



## CV formatting that works.

*Physician and APP CVs are different from regular resumes. Here's how to format yours so hospitals take it seriously — and a free tool we built to make it easy.*

### START HERE — USE OUR FREE CV BUILDER

Skip the formatting headache. We built a free CV builder specifically for physicians and APPs — it follows every guideline in this document and produces a professional CV in minutes:

👉 [medicalcvcreator.netlify.app](https://medicalcvcreator.netlify.app)

#### What you get when you finish:

- ✓ **An editable Word document** you can keep updating over time
- ✓ **A clean PDF version** ready to send to hospitals
- ✓ **Choice of 5 fonts and 5 color accents** to match your style
- ✓ **Built-in TeedCo formatting standards** — postgraduate training first, no photos, no fluff
- ✓ **100% free** — our gift to the physician and APP community

*The rest of this document explains the formatting standards behind the tool — useful whether you build with us or do it yourself.*

A clinical CV has one job: make it easy for a hospital, a medical director, and a credentialing office to verify who you are, what you've trained in, and where you've worked. Anything that makes that harder is working against you. Anything that gets in the way is noise.

### THE STRUCTURE THAT WORKS

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Postgraduate training first — your residency or fellowship is the most relevant credential for clinical hiring. Then medical school and undergrad. Then most recent experience working backward in time. Everything else after that. This is the standard physician and APP format — credentialing offices expect it, and it makes their job (and yours) easier.

- + **1. Header:** Name with credentials, contact info, NPI (optional but useful).
- + **2. Postgraduate training:** Residency, fellowships. Reverse chronological. Include program name, location, and dates. This is the most relevant credential for clinical hiring — lead with it.
- + **3. Education:** Medical school, then undergrad. APPs: PA/NP program, then undergrad. Reverse chronological.
- + **4. Board certifications:** ABEM, ABFM, ABIM, ABPeds, NCCPA, AANP, etc. With initial certification date.
- + **5. Clinical experience:** Reverse chronological. Title, employer, location, dates.

- + **6. Academic appointments:** Teaching positions, clinical instructor roles. Reverse chronological.
- + **7. Publications and presentations:** Reverse chronological. Skip if minimal — don't pad.
- + **8. Honors and awards:** Significant only. Skip routine certificates.
- + **9. Professional memberships:** ACEP, AAFP, AAEM, AAPA, AANP, etc.
- + **10. Licensure:** Active state medical licenses with license numbers and expiration dates. DEA if applicable. This is reference information for credentialing, not a highlight of your CV.
- + **11. Personal interests:** One short line. Particularly useful when lifestyle or location fit matters. Outdoor markets respond to skiing, hiking, fishing, woodworking, marathon running. Family ties to a region — being closer to aging parents, raising kids near grandparents, returning home — are powerful signals to hospitals weighing your long-term commitment. Be specific; generic doesn't move the needle.

## WHAT TO LEAVE OFF

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A clinical CV does one thing well: it tells your professional story. The items below pull attention away from that.

- × **Photos.** Standard internationally; an issue in the US. Skip them.
- × **Age, date of birth, marital status, children, religion, political affiliation.** None of these belong on a CV.
- × **Personal pronouns or identity statements.** Save those for personal communications.
- × **High school.** Unless you're applying directly out of college, skip it.
- × **Salary history or expectations.** Never on a CV. Discuss in person.
- × **Reasons for leaving prior jobs.** Save for the interview. Even neutral framing reads negatively in writing.
- × **Long objective statements or personal summaries.** Pure resume-speak. Skip entirely. Your education and training speak for themselves.
- × **USMLE / COMLEX / PANCE / NCLEX scores past your first attending role.** Once you're a year or two into practice, hospitals are looking at your clinical track record, not your test scores. Quietly drop them.

## FORMATTING BASICS

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- + **Length:** 2–4 pages is normal for early-to-mid career. 5+ for senior physicians with substantial publications. Trying to squeeze it onto one page makes you look junior.
- + **Font:** Times New Roman, Garamond, Calibri, or Arial. 11pt body, 12pt headers. Nothing decorative.
- + **Margins:** 1 inch all sides. Don't shrink to fit.
- + **Page numbers:** Yes — "Page 1 of 3" format. Helps with multi-page CVs.
- + **File format:** PDF when submitting. Word doc when working on it. PDF preserves formatting.
- + **File name:** LastName\_FirstName\_CV.pdf. Not "My CV updated v3 final.pdf."
- + **Dates:** Month and year, either format works — "July 2019–June 2023" or "7/2019–6/2023". Just don't use years alone; credentialing wants the precision.
- + **Consistency:** If one section uses bullet points, all should. If one section bolds dates, all should. Inconsistency reads as careless.

+ **Spell check:** Run it twice. Then read aloud once. Then have someone else read it.

## SAMPLE CV OUTLINE

Here's what a CV produced by our builder looks like. Adjust sections based on your career stage.

# JANE SMITH, MD

EMERGENCY MEDICINE

Norwalk, CT · jane.smith@email.com · (203) 555-0123 · NPI: 1234567890

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### EDUCATION & TRAINING

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**Yale-New Haven Hospital — New Haven, CT** July 2019 – June 2023  
*Emergency Medicine Residency · Chief Resident, 2022–2023*

**Yale School of Medicine — New Haven, CT** May 2019  
*Doctor of Medicine*

**University of Connecticut — Storrs, CT** May 2015  
*Bachelor of Science, Biology*

### BOARD CERTIFICATION

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American Board of Emergency Medicine (ABEM) · Certified November 2023

### CLINICAL EXPERIENCE

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**Stamford Hospital — Stamford, CT** July 2023 – Present  
*Attending Physician, Emergency Medicine*

### ACADEMIC APPOINTMENTS

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**Yale School of Medicine, Department of Emergency Medicine** 2023 – Present  
*Clinical Instructor*

### PROFESSIONAL MEMBERSHIPS

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American College of Emergency Physicians (ACEP)  
Connecticut College of Emergency Physicians

### LICENSURE

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Connecticut Medical License · #044123 · Expires June 2027  
DEA Registration · Active

### PERSONAL INTERESTS

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Backcountry skiing, marathon running, woodworking. Returning to Connecticut to be closer to family.

## ONE LAST THING

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Your CV will be read by a credentialing office, a medical director, and possibly an HR manager who has never met you. Make it easy for them. Postgraduate training first, then education, then work history backward in time. Every date verifiable, no gaps left unexplained.

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### **TeedCo. Healthcare Recruiting**

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