

Career Planning and Counseling Session

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Assistant Dean of Student Affairs

Objectives

- Discuss requirements of the curriculum vitae (CV)
- Review specific examples of CVs
- Discuss possible additions to the CV

- Review particulars of the personal statement
- Understand it MUST be personal

- Review details of Letters of Recommendation

Curriculum Vitae

- Succinct summary of your qualifications
- Put effort into it now and add to it over your career
- Will not place directly into ERAS but will provide to us to help create the MSPE (Medical Student Performance Evaluation)
- Will provide to those physicians who prepare a letter of recommendation for you for residency application

Curriculum Vitae - Components

- Contact info: (full legal name, address, email, phone number)
- Education: All universities attended for medical school, graduate and undergraduate education (most recent first)
 - Name and location of institution
 - Degree earned
 - Date of completion (anticipated)
 - Major/minor field of study

Curriculum Vitae

- Work Experience
 - Most recent first
 - Position title, name of employer, location, dates employed
- Research Experience
 - Title describing project
 - Research mentor's name
 - Location and dates
 - Your title (research assistant, fellow)

Curriculum Vitae

- **Community Service Activities/Extracurricular**
 - Most important activities and the dates
 - Include pre-medical school activities only if extraordinary OR applicable to health care
- **Publications**
 - List all published articles you've authored
 - If accepted but not published yet, "In press"
 - Be consistent throughout the CV

Curriculum Vitae

- Presentations
 - List research or poster presentations at conferences, lectures, specialty association meetings
 - List title, authors, audience
 - May consider combining with 'Abstracts' section
 - Be sure to include cultural colloquium poster presentation
- Professional Memberships
 - Be sure to include 'Student Member'
 - i.e. American Academy of Pediatrics – Student Member

Curriculum Vitae

- Hobbies and Interests
 - INCLUDE this information
 - Your interviewers will thank you!
- Personal Information - ***OPTIONAL***
 - Birth date, marital status, names of children
- **Careers in Medicine CV #1**

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EDUCATION

University of South Dakota School of Medicine <i>-Magna Cum Laude</i>	1996-2000
University of South Dakota; Bachelor of Science in Psychology/Spanish <i>-Magna Cum Laude</i>	1989-1993
<u>Fellowship</u> : Baylor College of Medicine - Neonatal-Perinatal Medicine Texas Children's Hospital, Houston, TX	2003-2006
<u>Residency</u> : Baylor College of Medicine Pediatric Residency Program Texas Children's Hospital, Houston, TX	2001-2003
<u>Internship</u> : Baylor College of Medicine Pediatric Residency Program Texas Children's Hospital, Houston, TX	2000-2001

CERTIFICATION

Maintenance of Certification in Neonatal-Perinatal Medicine – Participating	2018
American Board of Pediatrics in Neonatal-Perinatal Medicine	2008
American Board of Pediatrics in General Pediatrics	2003

Personal Statement

- Integral part of your application
 - Is your chance for the program to “know” you
 - Want it to help you stand out – but not too much
 - Values-Experiences-Goals
-
- Communicate passion for your specialty
 - Specific experiences
 - Address sensitive issues and take responsibility
 - Remediation, repeat attempt on Step 1 (may or may not include)
 - Provide information the interviewers can use for questions

Personal Statement

- Be personal – tell about you
- Slip in marketable abilities
- Include specialty-specific attributes
 - ‘cool under pressure’
 - enjoy variety and pace of the ED (avoid “I have ADD and the ED is perfect for me)
- Professional
 - **NO** grammatical or spelling errors (some screen out immediately)

Personal Statement - AVOID

- Online services that promise you the perfect PS
- Copy from others
- Run-on sentences
- Quotes
- Begging (South Dakota pride)

Personal Statement

- Have at least one, and perhaps more, reviewers
 - Spouse, close friend, parent, sibling, buddy who was an English major (and you can trust), etc.

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Letters of Recommendation

- Letters need to come from physicians
 - Exception – long-term research mentor
- Writers need to know you well
 - Clinically
 - Can describe your clinical abilities
 - Attest to your personal attributes (team player, problem solver)

Letters of Recommendation

- How well did I perform?
- Did I develop a close relationship with this person?
- Does this person think highly of my clinical skills?
- Does this person care about my plans for the future?
- Does this person have good communication skills that will be reflected in my letter?

- **Does this person procrastinate (i.e. multiple delinquencies from medical staff for overdue charts??)

Letters of Recommendation

- Discuss your list of letter writers with multiple people
 - MSPE Interview
 - Student Affairs Dean/Asst Dean
 - Campus Dean
- Asking letter writers:
 - “Would you feel comfortable writing a strong letter of recommendation in support of me for residency application?” I know you are ultra-busy, but would you have time?”
 - Easy way out
- If you don't get a strong “YES” – use your options

Letters of Recommendation

- Ensure each letter writer is familiar with requirements of a LOR
- Provide them a copy of your CV, PS, copy of your evaluations
- Form from ERAS that instructs them how to upload the letter
- Thank you notes afterward
- Deadlines – September 14th

LOR – Who is required?

- Most specialties require Department Chair
 - Surgery chair – ALL surgical subspecialties, anesthesia
 - ER – need program director's LOR (exception in SD)
 - Internal Medicine Chair – needed for IM
 - Dermatology – not required
- LIC preceptor
- Sub internship attending
- Away rotation attending
- Should have some LOR from physicians in your specialty but all don't have to be from them

Letters of Recommendation

- Remember – most faculty write numerous LOR
- Ask letter writers when their memories are VIVID
- Ask a minimum of 4 weeks (but 4-8 is better)
- Need at least 3 LOR (max of 4)
 - May have many more if applying to multiple specialties or you want certain letters to go to specific programs
- Student Affairs will follow up in August to assess how many letters are not uploaded – and send reminders
 - Will need to let us know who you have asked

Letters of Recommendation

- Always, always waive your right to see the letters
 - Residency directors expect you to do so
 - We expect you to do so

MOCK INTERVIEWS

- Performed by Dr. Ridgway and Jason Kemnitz EdD
- Required
- Taped
- Class of 2017 students assert WAY harder than the actual interviews
- More information on these coming in our March session and Spring/Summer 2017

MSPE Interview – Bunger/Reuter

- Email to select date/time
- Sessions are available late March to early June
- 60 minute sessions
- Bring 2 copies of CV and personal statement
- Bring questions

Questions?