



## Naturopathic Medicine Residency Application CV Guidelines

Use these guidelines, and refer to the sample below, to put together a Curriculum Vitae (CV) for CNME recognized residency applications. This is also a good template for all recent graduates. A CV is standard for clinical physicians, and is used in academia and research.

### Before You Get Started

- Remember that building your CV is an iterative process. Starting early helps you keep a record of your experiences as they happen, and makes adding the totality of your experiences easier in the long run. Plan to continually revise and add to it for this application, and into your career
- Being informed in this process is critical, so you can identify and plan to gain specific experiences that will boost your CV
- Review residency sites and job descriptions, attend residency and clinical events. Speak with residency directors, former residents, and experienced NDs to gain insight into the process. Identify and include keywords in your final draft
- Seeing your experiences on paper can help you better tell your story, and communicate about your strengths and weaknesses
- Have your CV reviewed by your campus Career Services and/or a mentor. Multiple eyes on a document like this is important

### General Formatting

- Use a standard, easily readable font in size 10-12 (i.e. Arial, Times New Roman)
- Use .5" - 1" margins. Shoot for an 80:20 text to whitespace ratio.
- Be mindful of space and keep content relevant. Don't add content just to add length. Longer does not equate to better. For residency application purposes, CVs should not exceed six (6) pages
- Keep it organized and consistent (i.e., punctuation, spacing, bolding/italics, bullets, alignment)
- Stay away from first- or third-person language and minimize the use of articles
- Use a chronological format (most recent item first in each section)
- Professional summaries and objectives are not necessary on a CV
- Pay attention to detail. Proofread, proofread, and proofread again

### Sections

#### Header

- Include your name (the biggest thing on the page) and contact info. You do not need to include your address, but you may wish to include your city/state
- Include your LinkedIn profile and/or your website if you have one

#### Education

- List each school, degree, city/state, and years attended. For your current degree indicate your anticipated graduation date
- Optional: Use bullet points to describe your degree, focus, or list relevant coursework. Describing the ND curriculum can be helpful when applying to integrative practices that may not be familiar with the curriculum—and not necessary when submitting it to NDs
- Optional: Add bullet points to describe or list activities, projects, leadership roles, or honors relevant to the degree if they are not in other sections

#### Clinical Training & Experience

- Include the organization(s), location, and dates where you conducted your clinical rotations. Use bullet points to highlight your relevant primary and secondary shifts
- Include your preceptorships/observations including the organization name, preceptor name, specialty, and hours completed or dates
- If desired, you may use bullet points to expand on and describe your experience, and include skills, modalities, treatments, conditions, patient populations, etc.
- When listing doctors, use suffixes, not titles
- If you have other clinical experience, you may include it here, or in a professional or other relevant experience section
- Keep in mind that your clinical training may be your most relevant experience at this time. When you have more experience, the detail of this clinical training should come off your CV



### **Additional Training, Certifications, & Licenses**

- List any relevant specific skills training, certifications, and/or other professional licenses. Include the title of the course or certification, organization that delivered/issued it, location, and date(s) issued and/or expiration if applicable

### **Experience**

- Create multiple Experience sections to highlight your Research, Teaching, Professional, & Leadership experience. Note that for many positions it would not be expected that you would have all these experiences/sections
- Include the organization name, position title, location, and dates. If including a project, you can list the project title rather than position
- Use bullet point descriptions to describe relevant skills, experience, and accomplishments
- Begin each bullet with an action verb to describe responsibilities, projects, and accomplishments. Keep descriptions brief but elaborate enough to provide context, demonstrate skills and knowledge, and showcase results
- It is okay to include some professional experience that is not directly relevant to naturopathic medicine but demonstrates professional and transferrable skills (i.e., communication, interpersonal skills, organization, problem solving, working in a fast-paced environment)
- In some circumstances, you may simply list experience, rather than include bullet point descriptions. Consider what is relevant

### **Publications & Presentations**

- Format like you would in a bibliography
- This section is used to simply list publications and presentations, whereas your research section is used to name the organization, title, and description of work
- Publications and presentations sections are typically for peer-reviewed publications and professional conferences. Use sub-sections or break apart these sections if you want to also include work submitted for publication, community presentations, media, etc.

### **Continuing Education/Professional Conferences**

- List relevant conferences and continuing education to demonstrate that you're engaged in the field. Note that as you get more experience and your continuing education list grows because it is required, this section will come off
- Include the title of the conference/course, organization that delivered it (if not listed in the title), location, and dates

### **Professional Associations**

- List organizations of which you are a member, including dates of membership

### **Awards/Honors**

- List relevant professional and academic awards/honors and achievements with the issuing organization (if not in award title) and date. You may also include a description of the award if the title and your achievement is not intuitive

### **Languages and/or Other Skills**

- Include descriptors to indicate proficiency with languages listed (i.e., fluent, intermediate, conversational)
- You may also include other relevant technical or other skills that may be useful in your career (i.e., software and computer, social media management, design)



## **SAMPLE – Naturopathic Medicine Residency Application CV**

### **Student Name**

City, State  
Phone and Email  
linkedin.com/name

### **Education**

**Doctor of Naturopathic Medicine**  
Bastyr University

October 2018 – June 2022 (anticipated)  
Kenmore, WA

**Bachelor of Science in Biology**  
Miami University

June 2016  
Oxford, OH

### **Clinical Training & Experience**

#### **Bastyr Center for Natural Health:**

June 2020 – Present

- Highlighted relevant shifts include:
  - Andrew Simon, ND, Physical Medicine – 1 term
  - Deborah Brammer, ND, Primary Care – 1 term
  - Marissa Pellegrini, ND, Diabetes and Cardiovascular Disease – 2 terms
  - Christian Dodge, ND, Physical Medicine and Primary Care – 2 terms
  - Jill Fresonke, ND, Primary Care and Women’s Health – 2 terms
  - Katie Shaff, ND, Primary Care – 1 term

#### **Preceptorships/Observations:**

- Sam Enos, ND, Integrative Care Outreach, Primary Care / Community Medicine – 30 hours
- David Musnik, MD, Peak Medicine, Physical Medicine and Neurology – 32 hours
- David Tauben, MD, University of Washington, Physical Medicine and Rehabilitation – 8 hours
- Eric Yarnell, ND, Northwest Naturopathic Urology – 28 hours
- Forest Dobbs, ND, Advanced Integrative Medicine of Seattle, Physical Medicine – 84 hours
- Drew Timmermans, ND, Regenerative Performance, Physical Medicine – 8 hours
- Michael Cronin, ND, Naturopathic Physicians Group, Physical Medicine – 8 hours

### **Additional Training/Certifications**

- Cranial Sacral Therapy, 1, 2, & 3, Bastyr University Continuing Education, Kenmore, WA, 2016
- Kinesio Tape Training, KT1, 2 & 3, Sally Monroe, ND, Seattle, WA, 2015
- Functional Range Conditioning Certification, Functional Anatomy Seminars, Littleton, CO, 2016

### **Research Experience**

Advanced Integrative Medicine of Seattle  
Research Coordinator

Seattle, WA  
November 2020 – present

- Screen participants for ongoing studies ACOS (AIMS Cancer Outcomes Study) and AMOS (AIMS Medical Outcome Study).
- Conduct outreach via phone calls and emails.

Bastyr University Research Institute  
Research Assistant

Kenmore, WA  
Winter 2017 – present

- Screen patients for criteria for a study of Multiple Sclerosis and Parkinson’s Disease.
- Manage data entry in Excel, RedCap and ASA24.



## Teaching Experience

Bastyr University Kenmore, WA  
**Teaching Assistant, Clinical Lab Diagnosis and Medical Procedures 1** Fall 2019 – present

- Supervised and supported student learning through medical procedures that included blood draws, point-of-care tests, and intravenous therapy.
- Provided techniques and best practices to support their understanding of each procedure.

Bastyr University Kenmore, WA  
**Teaching Assistant, Gross Anatomy Lab** Fall 2018 – present

- Taught and guided students through learning objectives in Human Gross Anatomy. Simplification of concepts and anatomical structures of the human body.
- Provided support to the professor in setting up exams and conducting extra help sessions for students.

Bastyr University Kenmore, WA  
**Tutor (Anatomy, Physiology, Biochemistry, Histology)** 2018 – 2019

- Utilized various forms of teaching to convey foundational concepts and information to students with a diverse range of learning styles.
- Required a broad range of knowledge and confident understanding of the basic sciences.

## Leadership

Medical Spanish Club, Bastyr University Kenmore, WA  
**Club President** June 2020 – Present

- Facilitate conversations in medical Spanish concepts to non-Spanish speaking students weekly.

Differential Diagnosis Club, Bastyr University Kenmore, WA  
**Vice-President** August 2019 – present

- Develop and deliver clinical case discussions to assist students in learning clinical reasoning and working through a case from a chief complaint.

## Additional Professional Experience

Elements Day Spa Seattle, WA  
**Licensed Massage Therapist** July 2016 – October 2018

- Performed different types of massage modalities for spa guests including Swedish, deep tissue/trigger point therapy, hot stone, prenatal, MES, myofascial, and sports massage as well as spa treatments including scrubs and wraps.
- Educated clients about at home stretches and exercises and lifestyle and diet modifications to support health goals.

Panther Physical Therapy Oxford, OH  
**Physical Therapy Assistant and Sports Performance Coach** August 2015 – June 2016

- Guided patients with a variety of disabilities through individualized exercise programs.
- Documented examination information and patient progress/plan into medical record system.

## Publications

**Author 1 (Last Name First/Middle Initials; e.g., Taylor DL), Author 2, Author 3, et al. Title of article. *Name of Journal*.  
yyyy;volume #(issue #):pp-pp.**

## Presentations

**Your Name (Last Name First/Middle Initials). Title of presentation. Presented at: Name of Conference, Sponsoring Organization; mm/dd/yyyy; City, State or City, Country for international locations.**



### **Continuing Education/Professional Conferences**

- American Physiology Society 2020 Integrative Physiology of Exercise Conference, 11/12-15/2020, Virtual.
- Current Concepts in Drug Therapy, University of Washington, 12/14-15/2020, Virtual.
- 12th Annual John D. Loeser Pain Management Conference: Pain Management without Pills, 11/01-02/2019, Seattle, WA.

### **Professional Associations**

- Natural Medicine Institute, 2020 – present
- American Physiology Society, 2020 – present
- Naturopathic Medical Student Application, 2017 – present
- Washington Association of Naturopathic Physicians, 2017 – present
- American Association of Naturopathic Physicians, 2017 – present

### **Honors/Awards**

- Bastyr Massage Scholarship Award, Bastyr University, 2016-2021

### **Additional Skills**

Languages: Spanish (Fluent)