

Date: Month, Year

Name

Current

Street Address
Manhattan, KS 6650x
Home Phone

Permanent

Street Address
Saratoga, NY xxxxx
Phone

Education:

<u>Date</u>	<u>Institution</u>	<u>Degree</u>
2012-2016(anticipated)	Kansas State University College of Veterinary Medicine. Manhattan, KS <i>Summa cum laude.</i>	D.V.M.
2009-2012	Cornell University College of Arts and Sciences. Ithaca, NY Zoology. <i>Magna cum laude.</i>	B.S.

Educational background should appear in reverse chronological order (do not include high school). List degree, major, graduation date (anticipated), and college/university. Do not include GPA and class rank. Do include academic recognition (ie. cum laude, magna cum laude, summa cum laude).

Professional Experience:

Veterinary Assistant, Maryland Equine Center
Ambulatory Equine Clinic, Dr. Joseph Thomson

June-July 2012
Sparks Glencoe, MD

- Physical examination, radiography, ultrasonography, lameness examination, pre-purchase evaluation, pregnancy diagnosis, and emergency care.
- Alternative treatments including acupuncture, chiropractic, and herbal medicine.

List the most recent experiences first (reverse chronological order). Consistent layout is important. State job title, the name of employer, followed by dates of employment, and description of job responsibilities. Be complete, truthful, and accurate without excessive detail, exaggeration, or distortion. Do not use paragraphs to describe experiences. The description can be omitted if you prefer. Most veterinarians are aware of typical mentorship experiences. If it was unusual in some way, it should be described.

- Use a bulleted sentence fragments (3 to 5) to indicate unique skills and responsibilities. There is no need to provide a laundry list of common basic veterinary skills acquired during a particular experience.
- Use concise telegraphic style. Omit personal pronouns (I, we) and articles (a, an, and the) whenever possible; third person appears more objective/factual. Sentence fragments are acceptable.
- Use medical terminology. Slang terms and abbreviations are unacceptable.

- Describe the general experience (large animal ambulatory practice, referral specialty practice) and unique experiences (practice management responsibilities, spay/neuter clinic, distal limb radiography).
- Verbs are not always necessary. When used, choose action verbs: coordinated, developed, designed, and managed. Maintain consistent verb tense.
- For non-veterinary work experiences, list job title, company name, and dates worked. Relevant non-veterinary work experiences may warrant a more detailed description of responsibilities (ie. financial, computer, management, or research skills). No need to list camp counselor and waitress jobs held during college.
- Although I have failed to do it in this example, always make sure there are clean breaks between pages. Either a new category or, at minimum, a new experience.

Externships and Mentorships:

6666 Ranch, Guthrie, TX
Equine Practice. Dr. Glenn Blodgett. March 28, 2016-April 17, 2016

Arizona Equine Medical and Surgical Centre, Phoenix, AZ
Dr. Edward Voss. October 1 - October 21, 2015

Blue Pearl Veterinary Clinic, Kansas City, MO
Small Animal Specialty Practice. Dr. Jeff Dennis, March 9 – March 29, 2015

**List experiences that are planned and approved. Readers will understand these experiences have not been completed based on the dates. Reverse chronologic order.

Elective Courses:

Spring 2015	CS793 Surgical Skills (1cr)
Spring 2015	CS782 Equine Medicine (1cr)
Fall 2014	CS787 Pain Management (1cr)
Fall 2014	CS728 Theriogenology (2cr)
Fall 2014	DMP777 Laboratory Diagnosis (2cr)
Spring 2013	AP780 Applied Anatomy (1cr)
Fall 2013	CS785 Veterinary Care of South American Camelids (2cr)
Fall 2012	AP 780 History of Veterinary Medicine (1 cr)
Fall 2012	AP 780 3D Imaging Anatomy of the Dog (1 cr)
Fall 2012	AP 780 Veterinary Medicine Language, Cognates and Etymology (1 cr)

**You may choose to list all elective course work, “select elective course work” that support your career goals, or “Elective Rotations” from the senior year. Reverse chronologic order.

Professional Activities and Associations:

- Student Chapter of the American Veterinary Medical Association, National and KSU – 2012-16
Treasurer – 2013-14
- Veterinary Business Management Association - 2012-2016
President – 2014-15, Vice-President – 2012-13
- Student Chapter of the Veterinary Emergency and Critical Care Society - 2013-14
- Student Chapter of the American Association of Swine Practitioners – 2012-13

Honors and Awards (or Awards and Scholarships):

- Telefund Scholarship, KSU-CVM - Spring 2013, Fall 2014, Fall 2015
- Nebraska Veterinary Medical Association Student Scholarship - Fall 2015
- Col. Frank C. Hershberger Memorial Veterinary Scholarship, KSU-CVM - Fall 2015
- Golden Key National Honor Society, Cornell University - inducted 2011
- Phi Kappa Phi National Honor Society, Cornell University - inducted 2010

Professional Presentations (optional category):

Clinical effects of BVD virus in feedlot cattle. Western States Veterinary Conference. Las Vegas, NV. February 22, 2015.

Auditing the health status of a feedyard. Annual Meeting of the South Dakota Veterinary Medical Association. August 12, 2014. Souix Falls, S.D.

Refereed Publications (optional category):

Gehring R, **Beard L**, Wright A, Coetzee H, Havel J, Apley M. Single-dose oral pharmacokinetics of pergolide mesylate in healthy horses. *Vet Therapeutics* 2010;11:E1-8.

Wright A, **Beard L**, Bawa B, Bras J. Dysautonomia in a mule aged six years in the United States *Equine Vet J* 2010;42:170-172.

List citations in reverse chronological order (include unpublished or in press manuscripts). Your name should appear in bold print.

Optional Categories:

- Licensure. Accreditation, Board Certification
- Continuing Education (national and regional meetings – SCAVMA, AABP, AAEP)
- Certification (AI, acupuncture, carcass evaluation)
- Research support
- Abstracts
- Public education and outreach (delivered by you)
- Instructional experience

Do Not Include:

- Personal information including hobbies, interests, marital status or other personal information.
- An objective statement. Save this information for your cover letter or letter of intent.

References:

List the names, titles, and addresses of 3 people whom you have asked to serve as professional references. It is a red flag for a new graduate seeking a clinical position to not choose a **clinical faculty member** from their home institution as a primary reference. Provide your references with a copy of your CV so they can discuss the details of your background more fully.