

UMMS Curriculum Vitae Template: Formatting Instructions

The template is formatted as a Microsoft Word document. For best results open the template in the “Normal” or “Print Layout” view. Each section of the CV is formatted as a table and contains specific instructions in hidden text, which will not appear in printed copies or in pdf files of the CV. The instructions can also be deleted from the final CV.

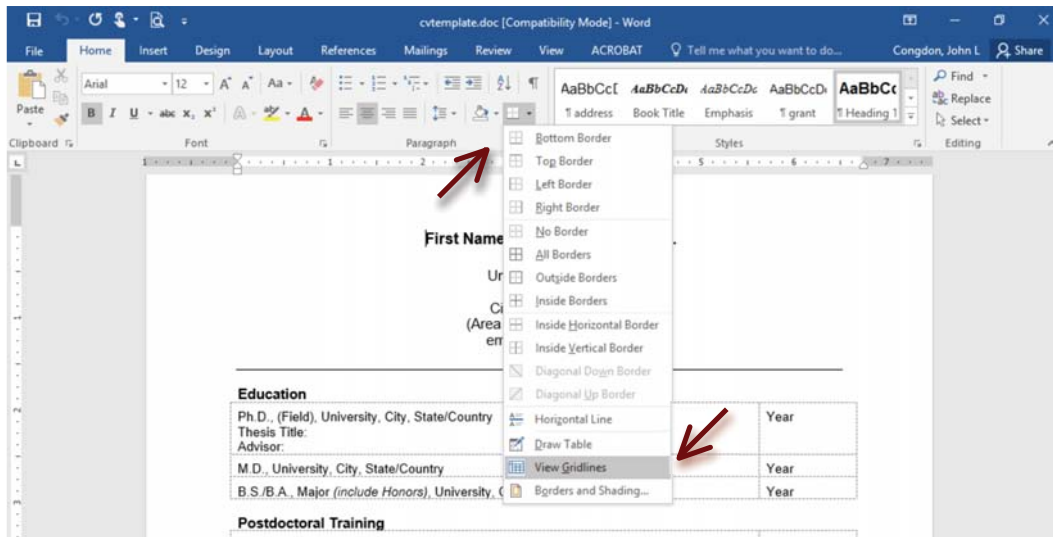
List your information in each section of the CV, using a separate table row for each item. To add new table rows, select an existing row and use the “Table” menu to add a row above or below the selected row.

Education	Each section is formatted as a table	
Instructions for each section in hidden text	List actual degrees (e.g., M.B.B.S.) not US equivalent (e.g., M.D.).	
	Fellowship, University/Institution, City, State	Years
	Residency, University/Institution, City, State	Years

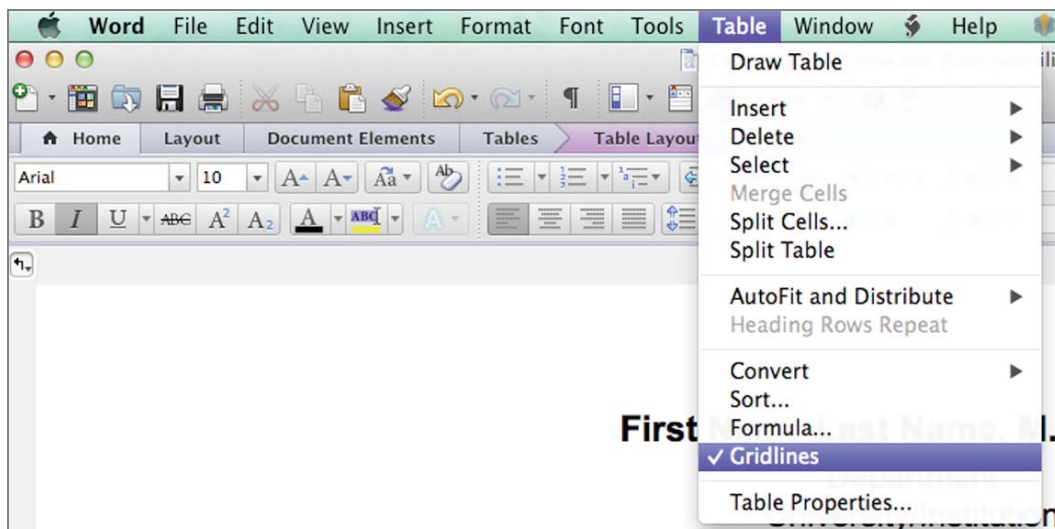
For easier formatting, make two changes to the Microsoft Word settings on your computer:

1. **View Gridlines.** This setting will allow you view the tables in each section.

Windows: In the “Paragraph” ribbon, click the arrow next to the grid box and select “View Gridlines”.

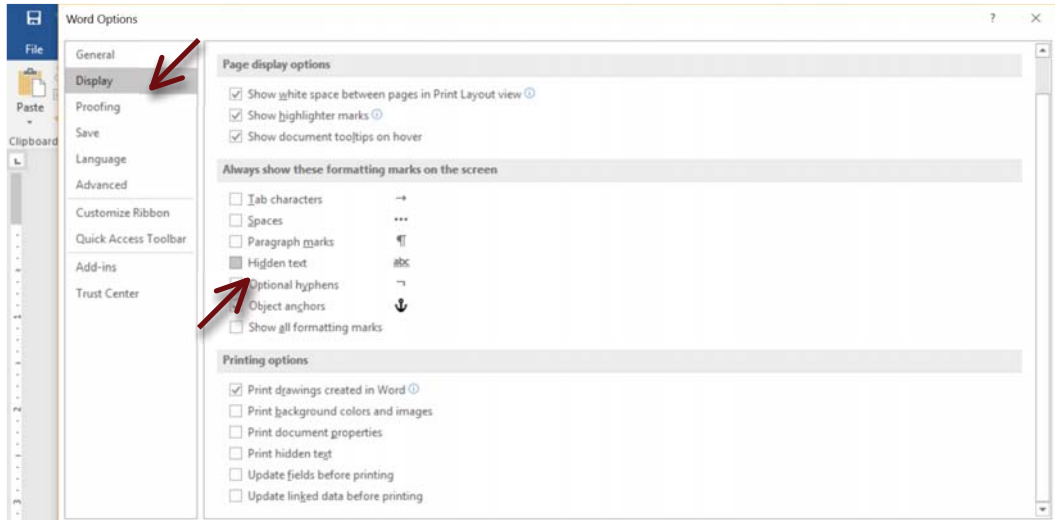


Mac: Under the “Table” menu, select “Gridlines”.

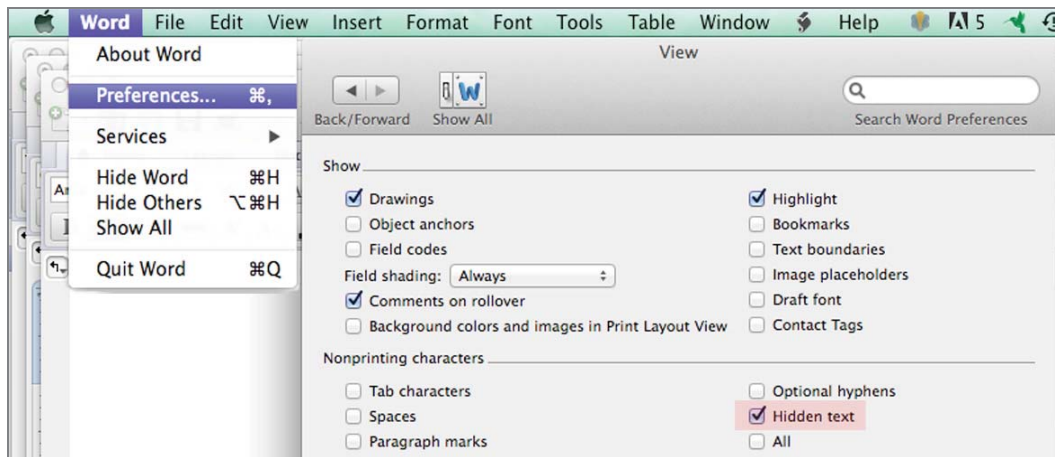


2. **View Hidden Text.** This setting will allow you see the instructions for each section.

Windows: Click on “File” (Word menu), then on “Options”, then on “Display”. Check the box marked “Hidden Text”.



Mac: Click on “Preferences” (Word menu) , then on “View” on the open dialog box. Check the box marked “Hidden Text”.



Header:

Add your name to the document header (the first page header is blank).

First Page Footer:

Add the current date to the first page footer (do not use the automatic date feature).