

# Instructions for the UMass Chan CV Template

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. Instructions are in italics which should be deleted before finalizing or printing your CV.

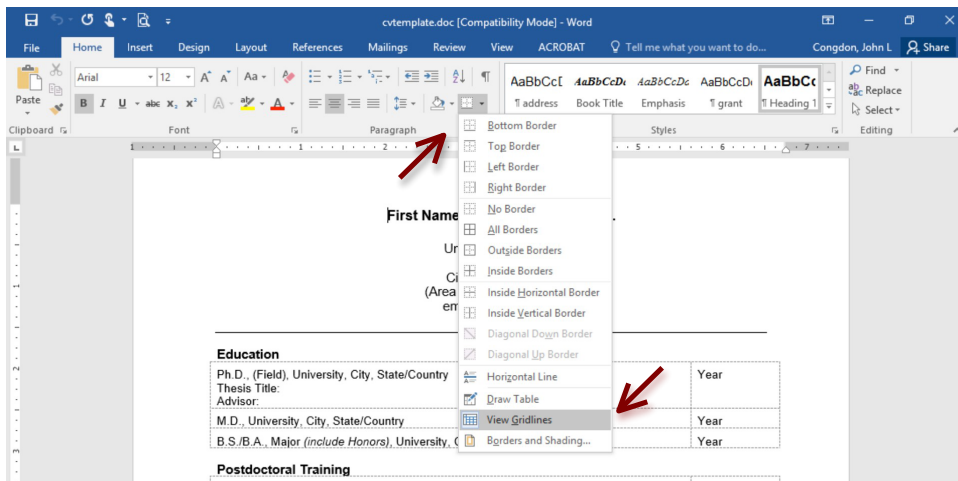
**List your information in each section of the CV, using a separate table row for each item.** To add new table rows, select an existing row and use the “Table” menu to add a row above or below the selected row.

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

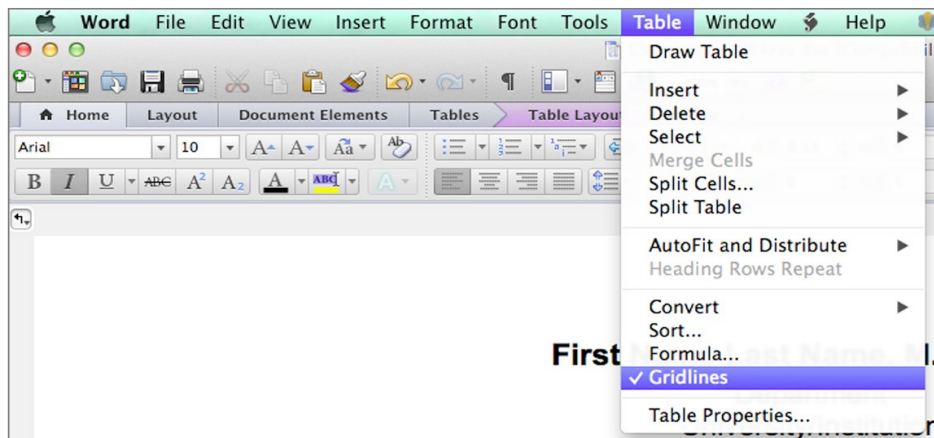
For easier formatting, make changes to the Microsoft Word settings on your computer:

**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”.



**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).