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| --- |
| First Name Last NameAddress 1Address 2Telephone: (xxx) yyy-yyyyy Email: |
|  |  |
| **Education**  |  |
|  |  |
| 20-- - Present | Doctor of Osteopathic Medicine (Candidate). Lincoln Memorial University-DeBusk College of Osteopathic Medicine, Harrogate, Tennessee. *Expected Graduation May 20* |
|  |  |
| **Honors, Awards, Leadership**  |  |
|  |  |
| **Research Publications/Presentations** |  |
|  |  |
| **Licensure, Certification and Training** |  |
|  |  |
| **Professional Memberships and Activities** |  |
|  |  |
| **Health and Medical Related Work Experience** |  |
|  |  |
| **Volunteer/Community Activities** |  |
|  |  |
| **Special Skills** |  |

See Information on following pages

Instructions:

1. The header and footer and address box needs your information.
2. Use the Right Mouse Button to insert Lines
3. Use the Tab key to change columns
4. Edit the table to fit your particular needs (See attached examples)
5. Use a separate line for each entry – this will make things line up properly.
6. Leaving space between entries and categories is a personal preference
7. TRY NOT TO SPLIT CATEGORIES BETWEEN PAGES
8. Move the categories around to help avoiding split pages.
9. Suggest that Publications and Research remain on first page.
10. See tips page which follows this page.
11. To remove the lines from the table for the finished produce:
	1. Select the table by placing your cursor on the table until the table move handle appears in the upper left corner.
	2. Click **Table Tools>Design> Borders**
	3. Click **NO BORDER**