

GUIDE TO IMPROVING YOUR CV

Your *Curriculum Vitae* (CV) is the document you will use to present yourself to potential employers. It states who you are, where you've been, what you've accomplished and what you can offer.

Most prospective employers will see your CV before they see you. They will use your CV to make judgments, so you will want to make your CV as effective as possible. Here are few things to bear in mind:

- Present the facts about yourself in a way that will be most attractive to your future employer. You may be the best candidate for a job, but you may not get the chance to interview if your CV doesn't communicate that fact. Your CV is the place to emphasize your strengths, accomplishments, skills, and talents. A good CV will help the decision-maker decide in your favor.
- Make your CV as easy on the eyes as possible. Try to use "white space" generously to help draw the reader's eyes to important information. Use a font style that is easy to read.
 - Always use paper that looks good when photocopied; i.e., white or light-colored paper.
- Remember to have your updated Contact info on your CV. This should include the following :
 - Your Full Name, MD/DO
 - Your current address with city, state and zip code
 - Your current home Phone Number and cell
 - Your current email address
- If you are a practicing physician, professional work history should be first followed by education and medical training. If resident seeking first job, then vice versa.
- Licensure and certification info should be current
- CV should be in month /day/year format
- Any gaps over 30 days in your CV needs to be explained.

If you need assistance or have question regarding the best format for your CV please do not hesitate to contact a placement specialist.

Your Full Name, MD/DO
Address,
City, State, Zip Code
Home #, Cell#, Other#
Email Address

Education and Medical Training

Fellowship MM/DD/YY—MM/DD/YY
Hospital or Program Name, City, State
Title/Department if applicable

Residency MM/DD/YY—MM/DD/YY
Hospital or Program Name, City, State
Title/Department if applicable

Internship MM/DD/YY—MM/DD/YY
Hospital or Program Name, City, State
Title/Department if applicable

Doctor of Medicine / Doctor of Osteopathy MM/DD/YY—MM/DD/YY
Institution, City, State
Distinction (summa cum laude, etc) and honors

Undergraduate Degree MM/DD/YY—MM/DD/YY
Institution, City, State
Distinction (summa cum laude, etc) and honors

Professional Work History

Most recent experience (title and department) MM/DD/YY—MM/DD/YY
Employer, Hospital affiliation, City, State
Responsibilities of Position

Continue professional experience MM/DD/YY—MM/DD/YY
Employer, Hospital affiliation, City, State
Responsibilities of Position

Licensure and Certifications

State, Inactive/Active
(ACLS, PALS, etc.) Instructor or Provider, YYYY
Board Certified or Board Eligible, American Board of Radiology, YYYY
American Board of Your Subspecialty, YYYY

Professional Memberships

Association, Title if Applicable (Board Member, etc), YYYY

Honors

Giving Organization if Applicable, (Honor), YYYY

Additional Accomplishments

Volunteer Work

MM/DD/YY—MM/DD/YY

Community Service

MM/DD/YY—MM/DD/YY

Research and Publications

List all published written work and research in standard MLA format.

Reminders

- Any gaps over 30 days in your CV need to be explained.
- Font size should be 12 or 14
- Provide at least 3 references