

Tips for Preparing Your Curriculum Vitae

Preparing your CV is the initial step in getting started in your opportunity search. It is a critical step though, so be sure to give yourself time to get organized before you start to inquire into opportunities and need to submit your paperwork. Below are some suggested tips on CV Preparation. These tips are merely meant to guide you in your preparation.

When to prepare...

- Around the beginning of your final year of residency or fellowship.
- If you prepare it early, keep it updated.
- If you are in a specialty that is high in demand you may want to prepare your CV prior to the start of your final year because recruiters are making early contacts in hopes of getting early commitments.

How to prepare...

- There really is no need to hire a CV writing service. Only the basics are needed in a CV that is being prepared post-residency training.
- Use a consistent format that is easy to read - recruiters get many CVs each day and want to get to the information fast and not search for it.
- Use bullets, bold type or lines - do not use italics because they do not copy or fax well
- Use no less than 12 font because it does not fax well
- Ideal length is 1 page for new residency graduate applying for a clinical position - if applying for an academic or research position you may have a longer CV because it should include more than the basic components
- Only use fancy resume paper if you plan to send through the US Mail because it does not fax well.
- It is acceptable to fax or email your CV - in fact, many recruiters will prefer email because it is faster and they get a clean copy as opposed to a faxed copy.

Basic Components...

- Name and Contact information - Be sure to include DO or MD after your name. Only list your pager and work number if you do not mind getting paged or contacted at work. Be sure to include your home number because recruiters do make evening calls. Include your email address if you frequently use the Internet and check your email.
- Residency - Include name, location and years you attended
- Internship - Include name, location and years you attended
- Education - Include undergraduate and medical school
- Personal - Despite what you might have been told or may believe it is suggested to include some personal information on your CV. Oftentimes, many new graduates apply for the same opportunity and the main goal in finding a physician for an opportunity is to find the best match. This includes finding a physician and their family who are going to fit into and feel comfortable in the community. This also assists the recruiter in identifying what aspects of the community that may be important for the physician (schools, daycare, special needs, special interests, spouses employment) and can allow the recruiter to provide information on those areas and organize a more appropriate site visit.