

Tips on Preparing Your CV

Preparing a C.V. does not have to be difficult but it is easily procrastinated. When the ideal position comes along, you need to have your C.V. ready and waiting. Here are a few tips on creating your C.V.:

1. Include a cell number, pager and an email address your C.V. They can be the best means for a potential employer to reach you. Consider establishing an email address that is easy to quote over the phone and sounds professional. Use this address solely for the purpose of your job search and plan to keep it for several years. Limit spam-blocking to ensure receipt of all opportunities (some which may be mass e-mails) from recruiters. Have recruiters send you information by email when you don't have time to talk to them.
2. If you are applying for positions in your hometown, make sure you include your hometown on the C.V. This will help potential employers know that you are familiar with their geographical location and that you are committed to the area.
3. If you are moving to a particular community due to your spouse's career, include your spouse's name and employer on your C.V. Again, this helps a potential employer easily spot your tie to the area and commitment to relocate there.
4. Remember your Curriculum Vitae is not a resume. It lists your credentials but does not necessarily boast duties and achievements (as in a resume). Always put M.D. or D.O. behind your name.
5. Since reference checking is almost always part of the initial recruitment process, be ready to provide this list when requested by an opportunity in which you are interested.
6. Listing personal interests is advantageous when your interests catch the eye of a potential associate. However, when listing your personal interests, remember the implications of listing certain things such as travel (you may have to explain how much of this you intend to do) and the advantages of other interests, such as speaking a foreign language, community involvement or physical fitness activities.
7. List your accomplishments, honors, awards or any career activities, no matter how trivial they may seem. This is your chance to sell yourself and your career interests.
8. If there are gaps in time between your education, medical school, residency, fellowship or employment, briefly explain the breaks in your C.V. They don't go unnoticed by recruiters and physicians reviewing your vitae.
9. It isn't necessary to put your social security number, date of birth, gender or marital status on your C.V. Provide this information at your discretion. It may be to your advantage or disadvantage, depending on the opportunity, to include these facts. List information that you are not afraid to circulate and don't be afraid to forward your C.V. to opportunities that

sound promising and appear legitimate. Holding back a C.V. may cost you the chance to be considered for a position you may want.

10. In this electronic age, it is preferred by almost all recruiters to receive your C.V. by email. It is best to have your C.V. ready to email at home and at work since physicians and recruiters forward documents, such as C.V.s, to each other regularly. A faxed copy is unattractive and a font that is too small may even prevent someone from reading your phone number or other contact information on a faxed (and re-faxed) copy. Additionally, if someone misplaces your C.V., it can be easily retrieved from an email message attachment or computer file.
11. Lastly, make sure your contact info, education and current status are easy to spot. Your C.V. should flow and be easy to review at a glance.