



**Example CV Template**

**Name**  
Address  
Postcode

E-mail  
Mobile:

Tel:  
MDU/GMC (*no. etc*)

**Profile**

Four or five lines about you and what you are undertaking i.e. FY2 interested in pursuing a career in ??? You can also include the direction in which you want to develop, which is explicitly linked to the post. Try to avoid generic statements about wanting to become a consultant or general practitioner principal, or vague assertions of your skills. Focus on the goals that you have for yourself in certain aspects of your professional life and keep it short and simple.

**Education and Qualifications**

University of Somewhere	MBCbB	Date
Intercalation degree ( <i>if applicable</i> )		Date
Other Undergraduate degree ( <i>if applicable</i> )		Date

*You could now include here a few brief bullet points on:*

- Details of anything in particular from your medical training that is relevant or helps you to stand out. This could include special study modules that you presented or had published, any teaching, audits or even your elective. Don't forget to highlight any skills, both clinical and transferable, that you have gained as a result*

A Levels: <i>List and grades</i>	Date
#	
GCSEs: <i>can just give number and grades. – or even leave out if no space</i>	Date

**Present Position**

*If you are in foundation training you could include here brief information on your clinical attachments highlighting any achievements:*

- *Experience of surgery where I was able to*
- *Involvement in a research trial whilst on a GP attachment that involved...*
- *Carried out audit for Paediatric unit at .....on .....*

*If further on in your career then highlight your main achievements in the role*

### **Employment History**

*Ensure that any gaps in employment or education history are accounted for. Rather than just list your rotations, you may wish to consider including some brief information on any responsibilities or achievements within the role and skills developed- though do keep it concise. You could highlight achievements from medical school e.g. elective, SAMPS*

### **Clinical Skills and Proficiencies**

*You may sometimes find it useful to divide this into two sections—“Relevant skills” and “Additional experience. Remember, relevance is key.*

*Could list any special clinical skills achieved and other courses attended*

### **Research, Prizes, Publications, Teaching Audits**

*You can have a separate heading for each of these if applicable. List in reverse order, most recent first. Do not ‘invent’ anything - not everyone will have won prizes for example, but do include any presentations or publications even if they are not directly relevant to your specialty.*

*Many of the skills you have developed are transferable across specialties and here you can demonstrate evidence of teaching, communication, teamwork and report writing etc.*

### **Developmental Activities**

*This can include conferences attended, management, teaching and leadership courses or experience gained in a variety of settings*

### **Additional Information**

*Include interests and activities and membership of organisations (don't just write a list e.g. reading, swimming etc. give a line or so on your involvement). Could use bullet points*

### **Referees – 2 usually**

*The first of these needs could be your education supervisor. Remember full name, title and address, email and telephone number and the second could be a consultant who you have worked with.*

**May 2017**