

## **Your Medical CV**

Although CVs are not currently used at the first stage of application to either Foundation or Specialty Training, it is expected to be included within your portfolio. Many publications refer to different styles of CV, such as chronological, targeted or skills-based and will stress the importance of keeping your CV to two pages in length. However, if you are to record all your achievements and employment history, your medical CV is likely to be considerably longer than this and consequently may appear to be lacking in focus. For this reason, you should maintain two versions of a CV: a 'reference' and an 'application' CV.

### **'Reference' CV –**

This is your own full and complete record, including all your skills and experience (both medical and non-medical) and should include transferable skills. If you update it regularly, this will ensure you have a written record of all your experience and highly relevant information. You may want to structure this in the same format as a traditional or chronological CV, which is probably the most common style of CV, and will also include the information outlined below.

### **'Application' CV –**

This is the CV you will use for applications. This is based on a candidate's ability to understand the requirements of a particular job and to arrange their information in the most appropriate way. You may find it helpful to format it in the same order as the competency-based application forms. Look at past application forms and apply the same or similar headings for your CV. Alternatively you may choose to follow the structure of the Person Specification.

Key points:

- Your Application CV should be concise and succinct
- It should be tailored to the position you are applying for: a 'one size fits all' approach does not work and invariably looks unfocused, which does not suggest commitment to the role or specialty
- Check - and check again - dates, spelling (trials instead of trials is a common error) and grammar.
- Font size: Choose a professional looking font style and it is also important to be consistent with font style throughout. Use one style only.

### **Structure and Content –**

There are no 'hard and fast' rules about the structure of your CV so you have the freedom to decide what to include and how to present it. However you should bear in mind the purpose of your CV is to present a concise summary of your experience, skills and knowledge and to demonstrate how you can match the person specification. Remember the selectors will not have long to spend reading your CV.

A commonly used structure includes the following:

- Personal Details
- Career Statement
- Education and Qualifications
- Present Position
- Career History
- Clinical skills and experience
- Development activities such as conferences, management and leadership courses
- Presentations, Prizes, Publications
- Audits, Teaching Experience, References

### **Personal Details -**

Will include name, contact details, GMC number and NTN if you have one. You do not need to include age, date of birth, marital status, dependents or gender. Ensure any email addresses or mobile phone numbers are current and correct.

### **Career Statement -**

More relevant when applying for specialty posts but becoming widely used. This is a short paragraph which informs the reader of your career intentions and can also be used to direct them to other sections within your CV, such as Audits, Presentations and Publications in the relevant field. Do ensure this section is appropriate to your application: the Surgical interview panel will not be impressed by an opening statement about your long held interest in Psychiatry.

### **Education and Qualifications -**

Include dates and results. You do not need to list your A levels or GCSEs, nor include your primary school. You may wish to provide some detail about research projects or special study modules if relevant.

### **Present Position -**

Rather than just list your rotations, you may want to consider including some brief information about your responsibilities within the role (particularly where it relates to the specialty) and skills developed. Keep it concise.

### **Career History -**

List in reverse order, most recent first. Include information such as dates, roles and an outline of the responsibilities, skills and achievements. Remember to make it specialty specific - don't waste space with a lot of detail about posts which are not relevant.

### **Presentations, Prizes, Publications, Teaching and Audits -**

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.

## **References -**

Ensure these are current, last post and present post as a guide and that you have permission from your referee to include their contact details. It may help to give them a copy of your CV and the job description so that they are able to write a focused reference.

## **Some Style Tips**

- Ensure it is in a format that can be emailed. Avoid 'quirky' fonts.
- Use positive language - avoid words such as basic, only, average, quite.
- Use good quality white paper for printing.

## **And finally -**

The purpose of a CV is to give the reader or person short-listing a favourable impression describing a candidate who is confident, competent, responsible, professional and worth training. Check it, check it and check it again! Ask at least two other people to read it before submitting your CV. You will benefit from an objective view.

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