

## 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

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### **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