

what to include in your

CV

Always include:

• Contact information

- Name
- Specialty
- Professional email address
- Mailing address
- Phone number

• Education

Reverse chronological order – provide program, location and indicate start and end dates, including the month and year

- Fellowship
- Residency
- Medical school
- Undergraduate

• Licensures & Certifications

Indicate dates and status

- State medical licenses
- BLS/ACLS/PALS, etc
- Board certifications

• Professional experience/volunteer medical experience

Also in reverse chronological order with dates and locations

• Previous employment before medicine, if applicable

Additional sections could include:

• Professional interests, memberships, committees

• Leadership, honors/awards, community service

• Procedural skills, foreign languages, EMR proficiency

• Personal information

- Interests/hobbies
- Marital status
- Citizenship/visa status
- Children

• For Academic CVs, include:

- Presentations
- Publications
- Grants
- Teaching experience
- Poster projects
- Research
- Scholarships
- Abstracts

Key points to keep in mind:

• Cover Letter

Always include a **cover email** to introduce yourself; keep it short and to the point. Include:

- Who you are** – current position, specialty, training, etc.
- What you want to do** – desired position, specialty and type of practice setting
- Why you want to be there** – employer reputation, location fit for your interests, hobbies, family, etc.
- Explain any gaps** in education or work history in your CV

• Limit initial CV to two pages

• Attach your CV as a PDF file

• Do not include social security number, birth date or driver's license number

For more assistance with your CV or job search, visit

www.chsmedcareers.com



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Finding the Right Opportunity

1. Decide What Is Most Important to You

Geographic Considerations

- Community size: population and demographics
- Climate
- Schools and extracurricular opportunities for children
- Proximity to family/friends
- Proximity to airport
- Daily commute

Lifestyle Considerations

- Cost of living
- Spouse's job opportunities
- Recreational activities
- Arts and cultural activities
- Sports/athletic opportunities
- Family compatibility
- Access to entertaining, shopping and dining choices
- Religious opportunities (e.g. church, synagogue, mosque)
- A place where "everybody knows your name"

Career Considerations

- How do you envision your career path?
- Do you want to settle in one location for most of your career?
- Will you seek administrative or executive work?
- Do you want to teach?
- Do you want to do research?

Practice Setting

- Employed position in a single-specialty or multi-specialty group
- Partner in a single-specialty or multi-specialty group
- Solo practice
- Academic/teaching hospital
- Locum Tenens
- Hospital employee
- Mission medicine
- Concierge medicine

Job Considerations

- Physician-to-patient ratios
- Patient mix
- Salary potential
- Competition
- Subspecialty collaboration or offerings
- Support staff
- Work/life balance
- Pace of work, activities in average work day
- Organizational culture
- Hospital rounds
- Call schedule
- Electronic medical records and coding responsibilities
- Potential colleagues and mentors

2. Rank Your Top Criteria

Must Have	Nice to Have	Deal Breakers