Building a Powerful CV

There are a few simple tips that will really make a difference in the impact your CV can have on a potential employer.

Be thorough.

As a general rule, list your most current activity first. Include month/day/year for all dates. Be aware that any gap in time must be explained. If you backpacked through Europe for three months, spell it out in your CV. Otherwise, it will generate a red flag in the mind of the reviewer and you will have to provide an explanation. It can slow things down or potentially hurt your chances for a position. Keep your Curriculum Vitae short and compact. A well-written CV should not exceed two pages. Do not stretch or create accomplishments to fill in sections. If you have no experience in a particular area, leave it out. Also, be sure to give your full name and make sure you can be reached at the address, telephone number, and email address that you include. Check this each time you send your CV out. If you are an International Medical Graduate (IMG) or a Foreign Medical Graduate (FMG), make sure you mention your visa status. Finally, there are a few items best left out of your CV. These include social security numbers, licensure numbers, and examination scores. You will have the opportunity to supply them at a later date in a more secure way. Do not include race or religion. Marital status and number of children is optional.

Use title headings and a consistent flow.

Break the information into sections with clear title headings. If you have published medical papers, title them as "publications." On the other hand, if you have medical research that has been submitted or is in progress, use the title "research experience." People who review lots of CVs are used to seeing the information in the following order. We recommend that you follow it. Click here to download a pre-formatted Microsoft® Word template that will help you get started.

- Personal information (Full name, address, phone numbers, email address)
- Professional work
    - Practice specifics
    - Hospital affiliations
- Military service
- Academic history
    - Graduate training
        - Fellowship
        - Residency
    - Internship
    - Medical School
    - Undergraduate training
- Licensure
- Certifications
    - Recertification dates
- Professional associations
- Honors
- Volunteer work, community service, additional accomplishments
- Publications, presentations, research

Use an all-purpose font.

Use an all-purpose font that is easy to read and holds up when faxed. Arial and Times New Roman are good choices. Non-standard fonts may not be loaded on all computers, so a person who has received an electronic copy of your CV may not be able to read it. At the very least, the computer will substitute another font and mess up your formatting. Avoid the use of all capital letters and excessive bold, italic, or underlining. Use a minimum size of 12-point type.

Update and customize for each opportunity.

It is usually very easy to update your CV and add a few details that make it obvious you are interested in a specific job. This is critical when you are applying for a permanent position.

For more information please contact VISTA Staffing Solutions at 800-366-1884.