

CV Preparation

What to include? ... What to leave off?

Depending upon where you are in your training or how long you have been out of training, your CV (curriculum vitae ... Latin for “course of life”) may fit on one page or resemble a small book. Either way, it’s important to keep this record of your education, training experience and professional accomplishments up to date.

Physicians often have questions about what to include and what to leave off their CVs. Here are some tips to ensure that your CV makes a positive impression.

The most critical pieces of information that should be listed first in your CV are:

1. Contact information
 - Your CV should lead off with your full name, your degree (MD, DO) and all relevant credentials such as FACP, FACS, FAAP, etc.
 - Include your mailing address, email address, and all relevant phone numbers. Indicate which numbers are the best for daytime and/or evening contact.
2. Training
 - In chronological order with the most recent training first, list fellowships and residency training.
 - Include the institution and location (city/state) and also include dates for each.
3. Education
 - List medical school first, institution and location (city/state) and include dates.
 - List undergraduate second and include degrees and majors
 - Do not include high school information
4. Experience
 - Again, with most recent experience first, sequentially list each job you have held.
 - Give the name of the medical facility, location and the dates you were there.

These are the initial key elements of your CV that should gain the attention of the search committee or recruiter. Once again ... Who are you and how do I get in touch with you? Where did you train? Where did you go to school? What have you done?

The precise order of the next series of items is less critical, but they should appear in an orderly fashion. These include:

1. States in which you hold an active medical license.
2. Board certifications (this would include ACLS, PALS, etc.)
3. Honors, awards and other professional achievements
4. Memberships in professional, medical organizations

5. Foreign languages in which you are conversant or fluent (specify)
6. Other clinical, managerial or administrative skills that may be unique to your specialty.

At the end of the CV, list your publications, research and presentations. If you are seeking employment with an academic medical center, the more published listings, the better.

An experienced physician recruiter will carefully examine your CV for gaps in training or practice experience. If you have gaps of more than 30 days, provide an explanation.

Because your CV is a professional document, do not offer too much personal information. There is no need to mention marital status (it's not wrong if you do, there just isn't any need to do so). Likewise, leave out the names and ages of your children. Leave out references to religious or political affiliations and do not list your hobbies. And, even if you are exceptionally beautiful or handsome, resist the urge to include your headshot.

Protect your privacy by leaving out your license numbers as well as your DEA number, social security or tax ID number and date of birth. CVs routinely get circulated to many individuals in the process of a hire.

Occasionally, job seekers open their CV with an objective ... *Seeking a partnership-track position with a small private group practice.* This is not necessary and can actually be a limiting factor in being considered. Good luck!

The Cleveland Clinic Office of Physician Recruitment provides free CV reviews and will offer opinions for improvement. Simply contact one of the following OPR team members:

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