Write a Great Medical CV…from scratch

www.manchester.ac.uk/careers
Is a CV still necessary?

Although it is true that recruitment to most medical posts is increasingly carried out using online and paper based application forms, a curriculum vitae (CV) is still used by some trusts for short listing or at the interview stage. The process of analysing your skills and experience and then presenting them concisely in a CV is a valuable process in itself. At every stage of your medical career, from student to senior doctor, a CV is a vital resource that can be referred to when completing application forms and used for professional networking. It should be part of a portfolio in which you keep everything relevant to your career progression and education.

What is a CV?

A CV is a record of your personal, educational and work achievements. It should serve as a marketing tool to persuade an employer that you have the right skills and experience for the job or course you are applying for.

It is important to bear in mind that there is no such thing as a “general” CV. The most effective CVs are those that are tailored to the specific requirements of the job. Before writing your CV read the person specification carefully – this is the criterion that will be used to determine who is shortlisted for interview. There will be obvious clues about the way to tailor your application. Quite simply, you need to match your skills and experience to the requirements of the job if you want to be shortlisted for interview.

Depending on the specific post for which you are applying, you may choose to emphasise some aspects of your training or experience over others. You need to review your CV for each job you are applying for rather than sending out the same version every time. Your CV will probably have less than two minutes to impress the recruiter of your suitability for the job so a good first impression is crucial. Aim to make your CV relevant, clear and concise.

Planning your CV - Providing the evidence

A good CV should make it easy for the recruiter to see whether or not you have the required skills and experience for the post you are applying for. It is not enough to simply list your experience; instead you need to be selective and provide examples of when you have used the core skills required for the post. Many applicants fail to provide the best examples of the highlighted skills as the information gets lost in a long chronological record of previous roles and rotations.

Before you apply for the job you need to do your research:

- Reading the job description or person specification (if available)
- Reading information about the type of duties entailed in the job
- Speaking to people who are doing similar work either in a similar trust or organisation

Analyse yourself – think about the skills you have gained from all aspects of your life and record specific examples. This could include:

- Clinical skills – operating equipment, communication with patients/colleagues
- Academic life – producing reports, analysing results, research, giving presentations
- Work experience/previous employment – teamwork, IT skills, and organisational skills
- Leisure activities/interests – independent travel, sporting achievements, membership of societies, organising events.
Once you have done your analysis, write down the skills and qualities you have and how you obtained them and match them up to those required by the employer.

**Writing an effective CV**

There are no hard and fast rules on how to complete a CV, no templates to follow and no perfect CVs to copy. There are, however, some conventions for medical CVs so don’t be too creative with style and layout. Your CV should be interesting to read and flow in a logical order. It should give the reader enough information for them to explore relevant points during the interview.

The following information is meant to act as a guideline only.

**Length of the CV**

Medical CVs can be notoriously long because the nature of the profession imposes that you should list all your skills, courses, presentations, audits, research and publications. If possible, try to keep your CV to a maximum of 6-8 pages. Medical students/FY1s/FY2s should be able to produce 2-3 page CV and SHOs/STs should be able to limit their CV to 4 -5 pages. In some cases, the CV may be longer (e.g. Consultant level), though the main body of the CV should still be concise. If you have pages of publications they may best be added as an appendix to the main document.

Size is not everything. Quality of content is what matters. Be thorough but concise in your descriptions. Do not fill your CV with unnecessary words just to make it longer. It will reflect badly on your ability to express yourself in a clear and concise way. Instead, if you feel that your CV lacks content, you may want to consider getting involved in a number of activities such as audits, publications, training sessions etc to give you more examples of skills and experiences to draw from.

To add a front sheet or not? Opinions differ but the main thing is not to title your document “Curriculum Vitae” – it’s obvious what it is. If you choose to use a front or title sheet it could say “CV of Dr X, applying for whatever post, in whatever specialty, at Anywhere Hospital, with the following job reference number. The advantage of the front sheet is that it allows medical staffing personnel to collect all applications for the same post together easily and ensures your application ends up being read by the right people.

**CV format**

A suggested format for a medical CV could be as follows:

**Personal details**

- Name
- Address
- Date of birth (optional, although age discrimination legislation policy may dictate use)
- Nationality (including visa status if relevant)
- Gender (only if not obvious from your name)
- Telephone number (2 numbers maximum)
- Email address - avoid casual addresses like partygirl@xxxxx.com or superdoc@xxxxxx.co.uk
  [Yes, some people do put these on their CVs …]
- GMC Reg. number
- MDU number
- Date of entry to Specialist Register & NTN if relevant
Career aim
- This should be no more than a few lines. No recruiter will read beyond that length.
- Avoid generic statements such as wanting to become a consultant. Tailor it to outline your skills and experience to date and how they make you suitable for the position applied for, along with your short and long term goals.
- This section (provided it is short and to the point) is best placed near the top of the CV as the content constitutes an important part of your motivation to apply for the job and how it fits in to your longer term plans. Placing it after a long list of audits, publications and courses will almost guarantee that it does not get read at all.

Education and qualifications (& prizes if you have any)
- List your qualifications obtained from an educational institution in reverse chronological order - e.g. postgraduate qualifications, medical degrees and previous degrees.
- Also include here other postgraduate qualifications, including those you may be currently studying for such as membership exams, PLAB etc.
- If you are fortunate enough to have a number of medical prizes and awards you should give this a heading of its own.

Career history - current appointment/past appointments
- For these two sections, try to avoid the format whereby appointments are summarised in a header table and then developed later in the CV in individual sections. It makes the reading of the CV tiring and potentially confusing.
- You could divide this section into “Relevant Experience” and “Additional Experience”. As long as you include the dates and account for each year, you don’t need to list everything in reverse chronological order – remember, relevance is key.
- List each job, including the relevant dates and hospital names and locations. Use your judgment as to including the names of lead consultants for whom you have worked.
- For each job you should list the relevant experience, clinical skills and procedures that you have learned. Focus on highlighting skills and experiences that are most relevant to the job you are applying for now. (see clinical skills and experience section below)
- Use bullet points, not sentences. Interviewers will be able to pick out the essential much more efficiently.
- Remember to include all your skills, not just clinical. Your management and teaching experience is just as important. You may wish to put these in a separate section if they are particularly relevant to the job you are applying for. Also, many doctors fail to appreciate that the role of a doctor encompasses many facets of patient care: emergencies, outpatient clinics, day care work, work in the ward and in the operating theatre.
- VERY IMPORTANT: Avoid personal statements such as “I really enjoyed this post because it gave me the opportunity to work with... etc”. The CV is designed to present facts. Its role is two-fold: to get you short-listed and to provide talking points for the interview. Keep your personal statements until the interview, where you will be able to use them most effectively.
- If you have held a significant number of posts you may wish to present them across several subsections e.g. SpR positions, SHO positions, PRHO/FY positions.

Clinical skills and experience
- There are two differing opinions on how best to present clinical experience. You can either group clinical experience together in a separate section or give your clinical experience after each post listed in your career history section (see above). Ultimately it is a matter of personal preference. It makes sense to adopt a format that avoids unnecessary repetition of skills but that allows you to emphasise how closely your skills match the person specification for the job you are applying for.
Managerial and leadership experience

- No matter what level you are at, doctors must show management experience, especially in the light of the Medical Leadership Competency Framework.
- Remember that management is about interpersonal skills and changing systems to enhance the efficiency of the work, or the work environment. Think about times that you have been involved in a team and what your role was. Describe any solutions you have developed that have improved the efficacy of your work in the past. Have you been asked to sit on any committees or multidisciplinary teams? Even simple things such as contributing to the design of an integrated care pathway or rearranging theatre lists count. Have you been education representative at medical school or entertainment officer for the mess? Finally, if you really have done very little at work, think about what you have done outside the work environment, perhaps being captain of a sports team, director of a show, or a role you have fulfilled for a charity.

Teaching experience

- This is important and adds strength to any application as the whole medical profession relies on participating in teaching. Detail the audiences you have taught – e.g. undergraduate or postgraduate, teaching methods employed and show a willingness to continue to learn and develop skills in this area.

Audits

- List the title and date of the audit.
- For each audit you should provide a short summary, providing the reason behind the audit, your role, the conclusions drawn and actions taken as a result (2-3 lines max) (Remember CAR – Context-Action-Results).
- If you have done no audits, it may be preferable to leave the whole section out.

Courses (if applicable)

- List all recent and relevant courses.
- Highlight any with competitive entry criteria (e.g. 100 applied for 10 places) or those where you won a prize etc.
- Avoid mentioning courses such as Revision courses for MRCP/MRCS exams (especially if you failed the exam) as you will have already said that you were studying for the exam.
- Indicate the dates (month and year is enough) and the duration of the course.

Meetings/conferences (if applicable)

- List all relevant meetings and conferences, together with a short description of the content.
- Avoid casual meeting (e.g. bonding exercises, days-away at the Deanery, etc) unless your CV demonstrate clearly that it has some relevance to your experience.

Publications (if applicable)

- Make sure you are telling the entire truth (including your ranking on the authors list). Interviewers have been known to check the database in front of candidates at the interview.
- List the title, authors and relevant dates together with a 1-2 line summary of the content (unless the title is as explicit as possible).
- If there are only a few, this section could be combined with presentations.

Presentations (if applicable)

- List the title, authors and relevant dates together with a 1-2 line summary of the content (unless the title is as explicit as possible).

Research projects (if applicable)

- Where competition is intense it helps if you have something along the lines of research that makes you stand out from the crowd. This can be part of a Special Study Unit (SSU) or your
intercalated degree project. Quote the title of your research and provide a short description of your activities in bullet point’s format.

*NB. As you gain more experience in these areas you may wish to separate these from the main body of your CV and append them at the back of the document.

Membership of societies

- Usually professional and those you are elected to, rather than the BMA, for example, which you join by paying a subscription. Make sure you say how you engage and the benefits gained.

Additional skills – IT, language skills, driving licence

- Include all relevant software e.g. Word, Excel, PowerPoint, Publisher, Internet etc, as well as medical-specific software.
- By any means state the languages that you can speak if in small number as well as your degree of fluency (e.g. German - basic, French - conversational).
- If you speak several dialects due to your ethnic origin, it is best to place them under an umbrella definition (e.g. fluent in 7 Indian dialects) rather than list them all separately.
- Include full clean driving licence.

Personal interests

- Strike the right balance between group activities and lone activities.
- "Having fun" is not a personal interest as far as CVs are concerned. Nor is "Socialising with friends".
- Use this as an opportunity to highlight any gaps in your transferable skills e.g. sports involvement to highlight team work or voluntary work to highlight management/leadership etc.

References

- List the number of referees they have asked for – two or three (obviously once you have asked their permission to use them). These should be from medical doctors. It is customary for these to be one each from your last two/three posts. If you have not yet completed two/three medical posts then tutors from medical school can be used. If you have spent time in non medical posts it would be fine to use your boss(es) from those instead.
- For further advice on referees see [www.manchester.ac.uk/careers/students/applicationsinterviews/af/references/](http://www.manchester.ac.uk/careers/students/applicationsinterviews/af/references/)

CV structure and Style

Whatever the layout, a CV should look well designed, clear and professional. It should be typed and laser-printed onto crisp, good quality paper. This is not the time to recycle.

Colour should be used with discretion. Employers usually photocopy CVs and so you can’t go wrong with black type on white A4 paper. If you use coloured text, it may only be the photocopying clerk who gets the benefit.

If you do want to use coloured paper, stick to professional shades such as cream or parchment. Yellow paper may be eye-catching but it can look aggressive and some shades photocopy as a dirty grey.

Also, background shading behind blocks of text often comes out blotchy when photocopied. If you have shading on your CV, do a test copy to check this out.
It is a sobering fact that recruiters sometimes spend only 90 seconds on each CV. It is therefore crucial to lay out your CV in a way that is easy to read, and possible for the employer to find quickly the information of interest to them. Using **bold** or *italics* can emphasis key points but don't use them both at once or it will look messy!

**Structure**

Make an impact by presenting your information in a logical structure with a clear and consistent layout throughout.

Prioritise the information – your best selling points should always come first within a section. Your objective is to get the recruiter interested in you, so whatever is most relevant to the role you are applying for should come first.

Allocate space according to importance to the job for which you are applying – expand on areas of relevance: reduce less relevant sections, even if they took up significant amounts of your time.

Don't clutter up your CV with lines between sections and avoid setting out qualifications etc in boxes or tables with lined borders. This format takes up extra space and the lines can make the CV more difficult to read. Tables without borders can be useful for formatting neatly in columns.

**Style**

Keep sentences short and precise. If a sentence starts to run into three lines it is probably too long.

Phrase descriptions actively rather than passively e.g. don't say "I was required to", "the role involved." Instead, start bullet points or sentences with verbs. It gets straight to the point of what you actually did. E.g. Led…Trained…Presented…Co-ordinated…etc.

Bullet points can look effective and help you to write short, dynamic sentences. If you want to use paragraphs keep them short – huge blocks of text should be avoided.

USE DISTINCTIVE HEADINGS and clearly separate the different areas of your experience. Indent sections and using ● bullet points add visual impact (and give the selectors somewhere to scribble notes).

Use the space well - don’t cram everything in too tightly and avoid long paragraphs. There should be plenty of white space; one or two pages packed with text can be a daunting prospect and difficult for employers to read quickly.

It is best to stick to conventional fonts such as Times New Roman, Arial or Century and no smaller than 10 point type as it becomes difficult for many people to read if smaller.
Use strong words that have impact and action verbs for CV

**COMMUNICATED...**
- Addressed
- Advised
- Controlled
- Co-ordinated
- Counselling
- Demonstrated
- Directed
- Encouraged
- Guided
- Instructed
- Interviewed
- Led
- Liaised
- Marketed
- Mediated
- Motivated
- Negotiated
- Ordered
- Performed
- Presented
- Promoted
- Proposed
- Provided
- Recommended
- Recruited
- Represented
- Resolved
- Sold
- Taught
- Trained

**FOUND OUT...**
- Analysed
- Assessed
- Classified
- Collated
- Defined
- Designed
- Devised
- Established
- Evaluated
- Forecasted
- Identified
- Interpreted
- Interviewed
- Investigated
- Researched
- Tested
- Traced
- Verified

**SORTED OUT...**
- Analysed
- Arranged
- Assessed
- Budgeted
- Classified
- Collated
- Composed
- Conceived
- Conducted
- Controlled
- Co-ordinated
- Decreased
- Defined
- Distributed
- Edited
- Eliminated
- Established
- Evaluated
- Identified
- Itemised
- Modernised
- Operated
- Organised
- Planned
- Prepared
- Processed
- Produced
- Resolved
- Reviewed
- Revised
- Scheduled
- Simplified
- Solved
- Streamlined
- Transformed
- Uncovered
- Verified
- Vetted

**SHOWED HOW...**
- Advised
- Coached
- Conducted
- Directed
- Guided
- Demonstrated
- Illustrated
- Instructed
- Led
- Managed
- Organised
- Performed
- Presented
- Taught
- Trained

**SET UP...**
- Composed
- Conceived
- Created
- Designed
- Developed
- Devised
- Established
- Founded
- Generated
- Implemented
- Initiated
- Instituted
- Introduced
- Invented
- Launched
- Led
- Opened
- Originated
- Pioneered
- Planned
- Prepared
- Produced
- Promoted
- Started

**MADE BETTER... (Remember to Quantify: i.e. increased by how much?)**
- Broadened
- Combined
- Consolidated
- Converted
- Cut
- Decreased
- Developed
- Devised
- Doubled
- Edited
- Eliminated
- Expanded
- Improved
- Increasing
- Innovated
- Minimised
- Modernised
- Recommended
- Redesigned
- Reduced
- Refined
- Reorganised
- Resolved
- Restructured
- Revised
- Saved
- Serviced
- Simplified
- Solved
- Streamlined
- Strengthened
- Transformed
- Trimmed
- Uncovered
- Unified
- Widened
GAVE OUT...
Delivered  Despatched  Distributed  Expanded  Generated  Launched
Presented  Processed  Produced  Promoted  Provided  Served
Transferred

IN CHARGE OF...
Administered  Approved  Conducted  Controlled  Co-ordinated  Delegated
Directed  Headed  Led  Managed  Represented  Supervised

OTHER USEFUL WORDS...
Accelerated  Achieved  Allocated  Appraised  Assisted  Attained
Authorised  Awarded  Checked  Completed  Communicated
Diagnosed  Dealt  Engineered  Ensured  Facilitated
Found  Helped  Influenced  Lectured  Maintained  Mastered
Networked  Operated  Participated  Persuaded  Pinpointed  Proficient in
Programmed  Prompted  Proved  Ran  Responded  Revamped
Selected to  Spearheaded  Translated  Undertook  Volunteered  Won

WORDS THAT GIVE EMPHASIS...
Excellent  Sole  Active  Maj
Key  Responsible  Successfully  Wide
Considerable  Comprehensive  Consistently  Stringent
Competent  Ability  Capacity  Substantially
Qualified  Technical  Resourceful  Pertinent
Proficient  Effective  Versatile

Some points on spelling and grammar

- When typing... put ONE SPACE after a comma, colon or semi-colon and put TWO SPACES after the end of a sentence.
- Don’t put a comma before AND if you are using it to break up a list in a sentence...
- WRONG: I studied Maths, Physics, and Chemistry at A level.
- RIGHT: I studied Maths, Physics and Chemistry at A level.
- Never start a sentence with AND, BUT or BECAUSE.
- Always use an S and never a Z in words like realise, emphasise etc.
- Do not abbreviate! (The only exceptions would be organisations etc who are commonly known by their initials e.g. BBC). If in doubt, spell it out!
- Where appropriate, use bullet points - they allow for concise phrasing rather than complete sentences and blocks of text.
- Never put total faith in your PC spell-checker - always get someone else to proof read it, too. (It would find nothing amiss in a sentence like “I look forward to hearing from you shorty”, but the recipient certainly would!)
- It is a Driving Licence and not “License” - spell-checker will not pick this up.
- Practice and practise have different meanings; make sure you use them in the right context e.g.
- I practise on my violin at the weekend; Practise what you preach...... (verb)
- At the weekend, I go to violin practice; Practice makes perfect......... (noun)
Elective choice

To spend my elective in South Africa working within a maternity unit. I will benefit from experiencing another culture, a different system of healthcare delivery and the repertoire of diseases common to this country. I will have an opportunity to push my limits, challenge my preconceptions, learn and also share my knowledge and skills within the community.

Professional education

2006-2011  MBChB University of Manchester

You could include here a few brief bullet points on:

- Details of any special study modules, cover very briefly a description of the topic and highlight any skills, both clinical and transferable, that you have gained as a result
- Seminars led
- Any areas of special interest to you
- Achievements to date whilst on the course and/or prizes
- In the future add postgraduate or post registration qualifications and any relevant professional activities

Professional experience

You could include here brief information on your clinical attachments:

- Experience at Middleton Women’s Hospital where I was able to …..
- Involvement in a research trial whilst on a GP attachment that involved…
- Carried out audit for Paediatric unit at ……on ……..
- SAVES and SIMULATION courses attended

Additional courses

2010  Child Protection Basic Awareness Training, Middleton Hospital
2010  Saves and Simulation Training, University Hospital, Chesham
2009  Advanced Life Support, University Hospital, Chesham

Education

Framlington High School

2006  A Levels: Biology (A) Chemistry (A) Mathematics (B) General Studies (A)
2004  GCSEs: 10, including English Language A*, Mathematics A* French A*

MEDICINE RELATED WORK EXPERIENCE

Summer 2008  Residential Support Worker Care Co, Framlington.

Vacation work as a residential care assistant. Worked as one of a team of four assistants providing companionship and practical help to a group of young adults with learning disabilities. Coordinated outings and ran social activities. Developed my understanding of the affects of disability on the whole family unit as well as teaching me patience and empathy skills.
2006-2007  Health Care Assistant, Middlewood Hospital, Middlewood
Worked as part of a multi-disciplinary team providing quality care and a support role for qualified staff within the Maternity Department. Responsible for maintenance of the ward, assisting mothers to care for their babies, washing and dressing women following caesarean section and ward clerk duties. Developed my organisational skills and the ability to form effective relationships of trust with the women and their families.

Additional work experience

2007-present  Bar Attendant, Black Dog Inn, Framlington
Part time bar work in busy city centre pub. Enabled me to gain experience in working under pressure and helped develop my communication skills.

2004-2006  Sales Assistant, Sports City, Framlington
Worked at weekends and during vacations whilst at school. Learnt the full range of sales duties including the importance of excellent customer service, stock control and till work.

Voluntary experience

2007-present  Nightline, University of Manchester
Member of the Nightline team which involves staffing the telephone on a rota basis. The service is run on a 24/7 basis for students who are distressed and need someone to talk to in total confidence. Have undergone full training in counselling skills and selection for this post. Currently involved in the selection and training of new Nightline team members.

2004-2005  Sure Start, Wadesworth
Volunteer helper at a play scheme for children with autism. Helped to plan sessions, worked with professional staff and generally communicated with the children to help them make the most of the activities on offer.

Achievements and positions of responsibility

- Active member of Manchester Medical Society. Member of social committee and have organised annual ladies dinner and annual ski trip. Involved working within a budget and raising over £2,000 in sponsorship for events.
- 3rd year course representative – involves liaising with senior academics and representing the view of students on matters of academic concern.
- Captain of Hall of Residence ladies football team. Involves organising selection and training of team, arranging fixtures and negotiating employer sponsorship of kit.

Skills

- IT – Proficient in the use of Microsoft Office,…(add specialist medical statistics packages and research tools if applicable)
- Driving – Full clean Driving Licence

Interests

- Active member of University of Manchester Skiing Society.
- Enjoy running for health and personal fitness. Completed Race for Life in 2009 independently raising £250 for Cancer Charities.

Referees

The first of these needs to be an academic reference at this stage in your career – so choose your tutor for this one. Remember full name, title and address, email and telephone number

The second one could be a clinician who can comment on your ability to do the job and your medical skills
Remember full name, title and address and email and telephone number
Emma Giles

24 Beech Road   Email: giles@manchester.ac.uk
Framlington Tel: 161 234 3456
Manchester GMC/MDU numbers
M16 6FP

PROFILE
An ambitious and dedicated medical undergraduate with an interest in surgery and cardiology. Excellent academic record with experience of audit and strong independent research skills resulting in peer-reviewed published work. Gained good clinical skills through elective in South Africa and relevant clinical placements at Middleton Women’s Hospital.

PROFESSIONAL EDUCATION

MBChB  University of Manchester  2006 – 2011

SSCs:
Innate immunity – Insufficient on its own?      Distinction
The molecular basis of cancer: Why do we get cancer       Distinction
Why and how should the prostate gland be biopsied and what information should men be given about the procedure    Merit
Risk factors in the development of tendon degeneration and rupture       Merit
Understanding Medical Education

Independent Research Projects
- Cardiology - *What data is available to support the use of ACE inhibitors post-MI?*  
  Supervised by Dr P Denzel (Consultant in Cardiology, CTC, RLBUH)
- Gastroenterology - *Gastrointestinal Endoscopic Mortality*   
  Supervised by Dr F Grimshawe (Consultant in Gastroenterology, RMUH)

PROFESSIONAL EXPERIENCE

Relevant Clinical Placements have included:
Experience at Middleton Women’s Hospital where I developed my skills in ……
Involvement in a research trial whilst on a GP attachment that involved coordinating…

Audit  Daleside Medical Centre  2010
Audit of SSRI follow up and Suicide Risk in newly diagnosed Depression patients

Elective  Zuid Afrikaans Hospital, Pretoria  2009
I organised my elective in the A & E department of the Zuid Afrikaans Hospital. Assisted with basic medical procedures such as X, Y and Z. This placement required me to have good communication skills, when communicating with distressed patients who spoke no English and initiative and problem solving skills when faced with situations I had not encountered before.

Publications
Giles, E. Experiences of a patient in today’s NHS. Today’s Anaesthetist 2010:26(2)73.
This article summarises the findings of research conducted into ‘the patient experience’ in a primary care setting.

ADDITIONAL COURSES
- Simple Actions Very Early  University Hospital Middleton  2010
- Advanced Life Support Course University Hospital Middleton  2009
- Medicine Simulation course University Hospital Middleton  2009
EDUCATION

Framlington High School
A Levels: Biology (A) Chemistry (A) Mathematics (B) 2006
GCSEs: 10, including English Language A*, Mathematics A* 2004

MEDICINE RELATED WORK EXPERIENCE

OSCE Assessor University of Manchester 2010
Assessor in Obstetric and Gynaecological Practical Skills, Objectively Structured Clinical Examinations. This required attention to detail and accuracy in scoring and recording individual performance.

Personal Assistant Numan Care 2008-2009
Responsible for supporting young people with physical and mental disabilities with personal care and social interactions. This position gave me an insight into the roles of the social and healthcare organisations and increased my awareness of the problems faced by young people with disabilities and the legislation which exists to help this client group.

RELEVANT VOLUNTARY WORK

Nightline University of Manchester 2007 – present
Member of the Nightline team which involves staffing the telephone on a rota basis. The service is run for students who are distressed and need someone to talk to. Have undergone full training in counselling skills for this post. Currently train and select new members for the Nightline team.

ADDITIONAL WORK EXPERIENCE

Bar Attendant Black Dog Inn 2007 - present
Part time bar work in busy city centre pub. Enabled me gain experience in working under pressure and helped develop my communication skills.

ACHIEVEMENTS AND POSITIONS OF RESPONSIBILITY

- Active member of Manchester Medical Society. Member of social committee and have organised annual ladies dinner and annual ski trip. Involved working within a budget and raising over £2,000 in sponsorship for events.
- 3rd year course representative – involves liaising with senior academics and representing the view of students over matters of academic concern.
- Captain of Hall of Residence ladies football team. Involves selection and training of team members, arranging fixtures and negotiating employer sponsorship of kit.

SKILLS

- IT – Proficient in the use of Microsoft Office, …(add specialist medical statistics packages and research tools if applicable).
- DRIVING – Full clean Driving Licence.

REFEREES

The first of these needs to be an academic reference at this stage in your career – so choose your tutor for this one. Remember full name, title and address, email and telephone number.

The second one could be a clinician who can comment on your ability to do the job and your medical skills. Remember full name, title and address and email and telephone number.
Check your CV

Check through your CV carefully before you send it off. Re-read the job advert or look at the organisation’s web site and make sure you have met their requirements as best you can.

Go through each bit of the CV evidence and re-question its relevance and why it should matter to the employer/job. Is there anything you have you have forgotten to include?

There must be NO spelling mistakes. Proofread thoroughly. Use, but don’t rely on spell check systems. Help on how to avoid mistakes with language and grammar can be found at www.manchester.ac.uk/careers/students/international/cvs/

Covering Letters

For advice on how to write a covering letter, read the Careers Service publication “Writing a Covering Letter...From Scratch” www.manchester.ac.uk/careers/startingpointseries

Further help

Look at the Careers Services website for further advice on CVs including; frequently asked questions, tips for specific sectors, advice for international students, and CVs for the overseas job market.

You can get your CV reviewed at a Applications Advice session. The session times vary so check details on our website. http://www.careers.manchester.ac.uk/students/services/applicationsadvice/

To get the most benefit out of this service please make sure you have read this guide and followed the advice it gives as best you can.

Sources:

- University of Manchester Careers Service – Write a great CV…From Scratch www.manchester.ac.uk/careers/startingpointseries
- Preparing the Perfect Medical CV – Helen Douglas and Vivek Sivarajan
- NHS Medical Careers website www.medicalcareers.nhs.uk/career_planning/plan_implementation/your_cv.aspx
- BMJ Careers - Medical writing skills – L Brammar http://student.bmj.com/student/view-article.html?id=sbmj0810360
- University of Liverpool Careers – School of Medical Education .CVs, Applications and Interviews www.liv.ac.uk/medcareers/cv/index.htm