



## Writing an Effective CV



### About Us

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AAFP

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CompHealth Locum Tenens

CompHealth.

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### Learning Objectives

- ✓ Understand the importance of a well-written CV
- ✓ CV dos and don'ts
- ✓ Sample CVs
- ✓ The importance of a cover letter
- ✓ References
- ✓ AAFP CareerLink

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### Before You Apply

- |                                     |                                    |                    |                                 |
|-------------------------------------|------------------------------------|--------------------|---------------------------------|
| <b>1</b>                            | <b>2</b>                           | <b>3</b>           | <b>4</b>                        |
| Clean up<br>your online<br>presence | Reach out<br>to your<br>references | Prepare<br>your CV | Organize<br>your<br>information |

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### Items to Include in Your CV

- Full legal name and contact information
- Education and work history
- Licenses and certifications
- Professional memberships and associations
- Awards and honors
- Name header and page number on subsequent pages
- Extracurricular activities and interests (optional)
- Publications (optional)



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## Education

<b>EDUCATION</b>	
Creighton University Medical Center, Family Medicine Residency Omaha, NE	7/2013 – 6/2016
• Chief Resident	
Vanderbilt University School of Medicine, MD Nashville, TN	8/2008 – 5/2013
University of California, Irvine, Bachelor of Science in Biology Irvine, CA	8/2004 – 5/2008



- Reverse chronological order
- Month/year format
- Locations

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## Licenses and Certifications

<b>CERTIFICATIONS &amp; LICENSURE</b>	
Advanced Cardiac Life Support and Basic Cardiac Life Support	Exp. 2017
State Medical License	As of 2016
BE/BC	As of 2016



- Board Certification
- Professional certifications
  - BCLS, ACLS, etc.
- Licenses
- DEA

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## Work Experience

<b>EXPERIENCE</b>	
Vincent Urgent Care Center – Emergency Room Physician Omaha, NE	5/2015 – present
High School Sports Physicals – Volunteer Physician Omaha, NE	8/2014 – present



- Reverse chronological order
- Month/year format
- Volunteer work related to medicine

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## Accomplishments

<b>JOURNALS/ PUBLICATIONS</b>	
1. AAFP Grand Rounds Review and Commentary 3/2013 "Differences in bone density."	
2. AAFP Grand Rounds Review and Commentary 5/20/2013 "Vitamin D in children."	
3. AAFP Grand Rounds Review and Commentary 11/16/2013 "Are we having an increase in population?"	



- Presentations
- Publications
- Poster Projects
- Research

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## Potential Red Flags



- An outdated CV
- Gaps in education and work history
- Graduating off track
- Switching programs
- Spelling and grammar errors

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## Refreshing Your CV

- Account for every relevant position
- Be aware of gaps in employment and be prepared to explain them
- Keep your references current
- Keep it as short as possible
- Update social media channels

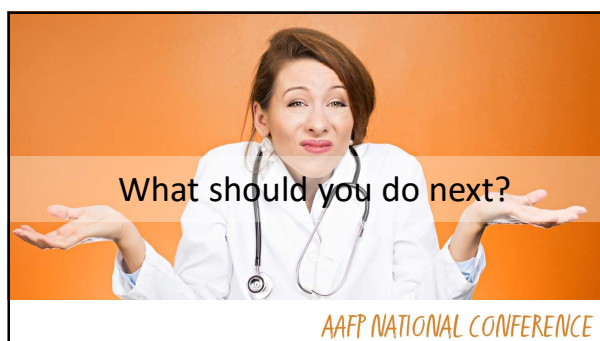
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### Cover Letter

- Individualize the cover letter for each position
- Address to a specific person, not a title
- Include power phrases
- Include references to personality or behavioral traits crucial to success in your field

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### AAFP CareerLink



- Find a job with CareerLink
- Post a blind CV
- Create personal alerts
- Create job seeker accounts

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### AAFP Career Planning Resources

- Writing a CV
- Salary negotiation
- Employment contracts
- Compensation models
- Additional career resources

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**AAFP CareerLink**

Sign up for a CV consultation or a mock interview at AAFP CareerLink:

**Booth # 1443**

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**Q&A**

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