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