

CV Preparation

Cover it.

- Use a cover letter or cover email.
- Be brief and to the point.
- Personalize the letter by stating why you want to work for the organization (program, location, hobbies, family, spouse's work, etc.).
- Specify preferred method and time to be contacted.

Build it.

- Contact information
 - Name
 - Specialty
 - Email address
 - Mailing address
 - Mobile and home phone numbers
- Education (in reverse chronological order with dates and locations)
 - Fellowship
 - Residency
 - Medical School
 - Undergraduate
- Licensures (states and dates)
- Certifications (boards, BCLS, ACLS, etc.)
- Professional experience
- Accomplishments for an academic CV
 - Presentations
 - Publications
 - Poster Projects
- Professional interests
- Special talents
 - Linguistic capabilities
 - Leadership/management experience
 - Other relevant talents
- Personal interests

• Optional

- Citizenship
- Visa status
- Photo
- Marital status
- Children

Be ready.

- Ensure your email address and outgoing voicemail message are professional.
- Gather reference letters, but hold them until they are requested. Choose references that know your work ethic and have credibility.

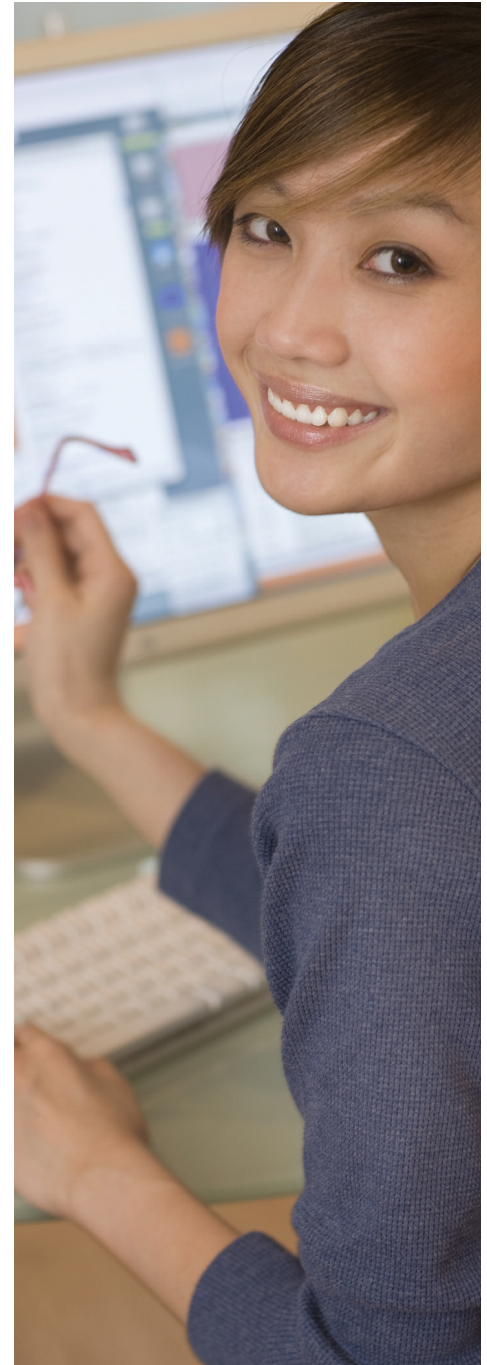
Do this.

- Limit initial CV to two pages. Reduce wordiness.
- Address any time gaps in education or employment.
- Proofread your CV and cover letter, and ask someone else to proof them, too.
- Attach your CV as a .pdf file.
- Cover letter should tell
 - Who you are
 - What you want to do
 - Why you want to be in that location

Not this.

- Don't handwrite anything.
- Avoid graphics or unusual fonts.
- Don't include social security number, driver's license number or birth date.

For academic opportunities, visit www.aamc.org for a CV template.



Find Opportunities:

Contact the hospital directly or visit these sites:

Community Health Systems: www.chsmedcareers.com

Practice Link: www.practicelink.com

Practice Match: www.practicematch.com

Adventures in Medicine: www.adventuresinmedicine.net

Practice Alert: www.practicealert.com

CareerMD: www.careermd.com

HealthCareers: www.healthcareers.com

 **CHS** Community Health Systems
chsmedcareers.com