

Make a Good First Impression:

A Complete Guide to CV Prep and Interviewing



Presenting Yourself

Prepare Your CV

Pick a format and be consistent

Include your current contact information

- PRO TIP: Create a separate email account dedicated specifically to your job search

List your education and experience

- Chronologically, beginning with your most recent
- Include dates
- Where did you match for Fellowship?
- Include the names of surgeons you will/have trained under

Certification and Licensure

- State your board status. Did you pass writtens?
- Professional organization and leadership positions
- Training and full state licensure

Research and Publications

- Consider an addendum to avoid excessive length unless you are applying for an academic position

Introduce Yourself: Cover Letter and Email

- State your ideal practice, be passionate
- Areas you want to focus within your specialty
- Cases you are confident covering outside your specialty
- What sets your training apart from other programs?



Success Over the Phone

Have no interruptions or distractions

Request a callback number in case you are disconnected

Stay calm and listen carefully

Pause before answering any questions

Have your CV and schedule in front of you

Be confident!



For more information:

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The Site Visit

On the first visit, go alone.
Bring your significant other another time.

Be prepared – Make sure you have read all materials that have been forwarded to you

Dress appropriately

Arrive early

Bring copies of your CV

Have a prepared list of questions; take notes

Be mindful of the impression you are making throughout your entire visit

Send thank you notes promptly after your visit

Questions to Ask

What is the ramp-up time for the incoming surgeon?

Are they sending {your subspecialty} cases out?

If there are other surgeons with the same subspecialty, how will those cases be divided?

How many new patients a year does the practice attract? What is the referral base?

What will the group do to send patients my way?

Is this a partnership opportunity? If so, what is the requirement? (Generally, 2 years of service + board certification)

Opportunity to buy-in to surgery center

What to Expect

How much operating time can I expect? How is it determined? Is it negotiable?

What will the outpatient side of the practice be like?

What level of support can I expect?

Will I have my own PA? If I share one, with how many other surgeons?

Is there PM&R, PT's, On-site imaging?

What is the EMR system?

For trauma fellows: is there a dedicated OR? Is there an opportunity for an elective practice?

For subspecialties offering CAQ: does the group prefer or require you to pursue?