



## WRITING YOUR CV – COVER LETTER & CURRICULUM VITAE PREPARATION

The end of your residency/fellowship is rapidly approaching, and it's time to find that perfect practice, the ideal partner(s), in the location of your dreams. The years of training have been grueling, but you feel competent and you're ready to settle into a flourishing practice. You and your colleagues have started to receive a barrage of telephone calls from recruiters, stacks of job flyers and advertisements fill your mailbox, and your e-mails have increased threefold. Now you're faced with determining what opportunities are worth checking out. What important factors need to be considered? How will you ever make sense of that legal document you glanced at last year? How do you tactfully discuss money with a potential employer, and how much should you expect to earn? Information is power — and the more you know, the better equipped you will be to make those serious career choices.

Taking a sensible, methodical approach to the interviewing process will aid you in making a well-informed decision. The three most essential factors to consider as you evaluate your choices are *practice*, *location*, and *income*. The priority you give to each of these factors may differ significantly from your colleagues' priorities, but it is important to know what is right for you. Keep in mind that the majority of physicians change jobs within three to five years after completing their training. The more certain you are of what will work for you, the lower the odds you will be among the majority that will go through the anguish of a second set of interviews.

It's March, and you should be preparing a cover letter and curriculum vitae if you expect to complete your training in June of next year. Mediocrity has no place in the preparation of these documents. If their appearance is less than professional, if they contain sloppy margins and tabs, misspelled words, inconsistent format, undocumented periods of time, for example, the likelihood that you will be considered for a position with that "choice" practice lessens considerably. This information is your first introduction to a potential employer or partner. It must be well organized and informative, and it must present an image of someone that prospective employers want to meet. The most successful approach is to be sure that your cover letter and curriculum vitae stands out from the other dozen or so that are lying on the recruiter's desk. Ideally, you should give yourself the option to dismiss an opportunity, rather than allow someone else to eliminate you before you even get to speak or meet with the physician recruiter and the physicians that are doing the hiring.

### Preparing your Cover Letter

- Limit your cover letter to one page or two at the most.
- Use quality white or off-white paper.
- Use a 12-pt font that is easy to read, something like Times New Roman or Garamond, and always use black ink.
- Open with a general statement that expresses your interest in the position. Follow with specific information that elaborates upon your training, beyond that contained on your curriculum vitae. Take care to emphasize any special qualities or qualifications that would enhance your possibilities of success.
- Address your letter to an individual by name. "To Whom it May Concern" is unacceptable and less likely to get attention. If you are unsure who you should address, contact the organization and ask.
- Summarize your general employment objectives, but be succinct.
- Describe your current work environment.
- Address your preferred approach to patient care; e.g., managed care, private practice, academics, etc.
- Elaborate upon your strengths, beyond clinical. Describe your leadership/management skills.



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### **Preparing your Curriculum Vitae**

- Limit your curriculum vitae to a maximum of two or three pages.
- Use the same paper, print and font size used for your cover letter.
- Place your name at the top.
- Provide contact information, such as e-mail address, work and/or home telephones, pager, and fax.
- List your educational background by date, beginning with the most recent. Include degrees, the names of any universities, residencies and fellowship programs, and the locations.
- List your work experience, beginning with the most recent. Include practice names and locations.
- List certifications and licensures, including status.
- List honors and awards, including national honor societies, special achievements, etc. These demonstrate your commitment to excellence.
- List professional societies.
- List research/publications in which you have participated.
- Provide personal information about yourself, such as your marital status, your spouse's occupation, the number and ages of your children, where you were born and raised, visa status, hobbies, special interests, etc.
- Avoid using "References Available Upon Request." It is preferable to provide names of those physicians you intend to use as references, but obtain their permission first. Discuss your practice intentions with your director. Let him/her know with whom you plan to interview. He/she can sometimes have a positive influence on the decision-maker's choice.
- Describe your personal interests, hobbies, and family, if applicable. This information will humanize you and provide topics of conversation when the recruiter calls you or when you make your on-site visit.

**Physician recruiters and potential employers will form their impressions of you based upon the information you provide in your cover letter and curriculum vitae. Taking time to prepare this information properly can result in additional practice options and enhance your chances of success.**

**On the next page you will find the Sample CV.**

**You can use this sample as a blueprint to write your CV.**



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### *Curriculum Vitae of* Name, MD/DO

#### CONTACT INFORMATION:

Street Address:  
City & State:  
Home Phone:  
Cell Phone:  
Pager:  
E-mail Address:

#### EDUCATION:

Year	Residency in [Specialty] Program College or University City & State
Year	Doctor of Medicine College or University City & State
Year	Bachelor of [Discipline] College or University City & State

#### WORK EXPERIENCE:

Year	Position [Begin with most recent] Name of Practice City & State
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#### BOARD CERTIFICATION:

Year	Name of Certifying Board
Year	Other Certifications

#### STATE LICENSES:

Year	Name of State
Year	Name of State

#### HONORS:

List

#### PROFESSIONAL SOCIETIES:

List

#### RESEARCH/PUBLICATIONS:

List

#### PERSONAL INFORMATION:

Marital Status:  
Family:  
Citizenship:  
Visa:

#### HOBBIES & SPECIAL INTERESTS:

List