

Guidance on how to write the Curriculum Vitae

Your CV should be comprehensive and include all the following details:

➤ **Personal**

- ✓ Your name, address, telephone numbers, e-mail/web site, date and place of birth, nationality, family details (marital status, etc), medical association member

➤ **Medical Registration**

- ✓ With whom are you licensed to practice
(provide your GMC number and whether or not you are on the specialist register)

➤ **Qualifications**

- ✓ Your primary education (low & high schools) and specialist qualifications (university, post graduate qualifications) and any other which are relevant to your clinical practice (please give details of the academic institution or professional body that awarded you your qualifications. Only include qualifications that are awarded by competitive examination or by continual assessment following an authorized curriculum, do not include qualifications that have been bought by subscription)
- ✓ Languages spoken
- ✓ Computer experience

➤ **Training**

- ✓ Provide detailed information of your speciality training (clinical schools, hospitals)
- ✓ Identify which posts were training posts, their speciality content and the names of your supervising consultants
(if you have kept a logbook during your training you should forward a photocopy with your CV and application form. Your logbook is likely to record details of practical procedures carried out by yourself, seminars and courses attended. If you were appraised as to your progress during training please include details in this section.)
- ✓ Identify your training courses in your country or abroad

➤ **Current Employment**

- ✓ Details of your current post
(this should specify where you work, who is your employer and in what speciality you are practicing)

➤ **Previous Employment**

- ✓ Detail all posts held since graduation, and names and titles of your supervising specialists

➤ **Experience**

- ✓ It is important to give as much information in this section as you possibly can
Please remember that could work autonomously and without supervision
Hospitals need to be reassured that you have sufficient experience to successfully work
you should include wherever possible:
 - types and number of operations carried out with and without supervision
 - types and numbers of practical procedures carried out: such as endoscopic procedures and invasive procedures (port-a-cath, drum cath, central vein cannulations, central artery blood gas analysis, chest tube, thoracentesis and paracentesis, etc.)
 - details of skills obtained (Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS), etc.)
- ✓ Wherever possible you should provide details of the size of your current workload:
 - number of operating sessions per week
 - number and types of operations being carried out
 - number of outpatient clinics per week
 - numbers of patients seen per clinic by yourself
 - number of in patients under your care at any one time and an example of a typical case mix of patients
 - the frequency of your on call and details of your exposure to acutely ill patients
 - how much of your time is spent with non urgent cases and how much with acutely ill patients

➤ **Teaching responsibilities**

- ✓ All aspects of medical undergraduate and postgraduate teaching, and other health care professionals
(describe subjects covered both at formal and informal teaching sessions (include details of classroom and bedside teaching)).

➤ **Research**

- ✓ Describe briefly all of your research projects during your career to date
(document the outcomes of your research projects)

➤ **Publications**

- ✓ List your publications and identify those published in peer review journals

➤ **Presentations & Posters**

- ✓ List your presentations and identify the date and place

➤ **Conferences & Meetings attended over the last 10 years or more**

➤ **Conferences & Meetings organized over the last 10 years or more**

➤ **Management & Administration**

Some things about your Management and Administration experience.
(if you've got a MASTER's degree in management of companies and health organizations, etc.
if you are medical associations member, etc.)

➤ **References**

Details of 3 referees whom the hospital employer might approach to confirm the details on your CV.
One referee must be from your current employer

➤ **Outside interests**

Some things about hobbies, music, sports, etc.

Please remember:

- ✓ A well written and informative CV will greatly enhance your chances of being selected for interview
- ✓ In your CV only include relevant details as described above
(do not include for example conferences attended as a medical student and sporting awards from your period at school, etc.)

See an example CV on: http://www.francescobiondo.it/documenti/English_Curriculum.pdf