

Preparing a good Curriculum Vitae

Daniel Simpkins

General tips on preparing your CV

- Get started early
- Tailor it to the job
 - address job criteria
 - no irrelevant details
- Make it accurate (dates etc)
- Make it easy to read
 - Standard font
 - Headings
 - Bullet points
 - Approx 3 pages (numbered)
- Double check spelling/grammar
- Ask for feedback

Content

1. Contact details

- Name, address, telephone, email, DOB

2. Degrees/qualifications

- Most recent first, accurate dates
- Registration number

3. Employment history

- Most recent first, accurate dates
- Job title, employer/location
- Brief description

Content (continued)

4. Scholarships

5. Research/Publications/Presentations

- Any research (undergrad, honours, un/published)
- Relevant presentations

6. Teaching

- Formal/informal
- Mentoring

7. Quality assurance

- Audits, M&M meetings, resuscitation committee, clinical handover

Content (continued)

8. Continuing professional development

- ALS, detect, child protection
- Conferences

9. Membership of professional orgs/committees

- RACP, AMA, NGC

10. Referees

- 2-3 referees, usually consultants
- Job title, telephone, email address
- Contact them before, email them your CV

Questions?

