

Creating an Effective CV

Items to Include in Your CV

Personal Information

- Complete name (maiden name, other names used, etc.)
- Contact information (address, telephone, email, etc.)
- Title/Degree

Education/Training

(starting with pre-medical college education)

- Name of each program
- Type of training (fellowship, residency, internship, etc.)
- Specialty of each program
- Hospital or facility associated with training—optional
- Address of program
- Complete dates of attendance for each program

Work History

- All practices since completion of medical training
- Any applicable military service
- Explain any gaps in education/training and work history
- Medically related work history since starting medical school (research assistant, medical laboratory work, house physician, etc.)
- Name of each practice (listing in reverse chronological order with current first is preferred)
- Type of practice (solo, specialty group, multispecialty group, etc.)
- Your association with the practice
- Dates of association with each practice (to and from dates)

- Address of practice
- Office phone and fax numbers

Certifications

- Specialty board certifications and sub-specialty certifications
- Name of specialty board
- Specialty/subspecialty of certification
- Dates of certification
- Other certifications such as BCLS, ACLS, ATLC, PALS, etc.

Licenses/DEA Registration

- All state medical licenses ever held
- Name of state
- Issue and expiration dates
- License status (active, inactive, expired, military, suspended, revoked, etc.)
- DEA expiration date

Professional Memberships

Publications (Optional)

A Professional CV Should Not Include:

- Information on your spouse, children, or parents
- Social activities
- Church affiliations
- Other nonrelevant personal information

As with any document containing personal information, it is advised you use discretion when listing identifying information.
