

# Job Ready CV Tips

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## **Preparing a Job Ready CV:**

- Include a cover letter or cover email
- Use clean formatting with simple fonts such as Times New Roman, Arial, or Calibri
- Place job title, organization name, and duties on the left side, and dates on the right
- Choose a format and stick to it; layout, spacing and structure should be consistent
- Use parallelism: keep the structure of your phrases and/or sentences consistent throughout your document
- Most recent activities first
- Save as a PDF or “locked” word document
- PROOFREAD – have several people look at your CV for you, the more eyes the better

## **What to include on your CV:**

- Contact info- including degree
- Objective or skills (tailor to the opportunity) –optional
- Education (do not include coursework)
- Academic Honors (ex: Magna cum laude or leadership roles)
- Board Certification, Specialty, Licenses and Certifications
- Internships/Residencies/ Fellowships (include institution, location, specialty and leadership positions)  
If currently in training, include anticipated completion date
- Citizenship Status and Language Proficiency
- Volunteer Experience (include medical and non-medical)
- Clinical experience (most recent first, include institution, brief description of facility and duties, include dates of affiliation) include availability date
- Professional Memberships
- Awards and Honors
- Cultural Activities and Interests
- Publications and Presentations
- Page Numbers
- Be prepared to explain any time gaps over 3 weeks

## **Do NOT include:**

- Social Security Number, Drivers license number, or date of birth
- Handwritten notes
- Photograph
- References-provide as a separate document

## **Email Tips:**

- Put the position/job reference number you are applying for in the subject line
- Address it to a person rather than “To whom it may concern” or “Dear Sir or Madam”
- Be personal, yet professional – try to use your own words