

Medical CV Checklist

Here's a quick test for junior doctors to check their CV. It's split into the main categories that can be used on your CV. Tick Yes or No.

Heading		
	Yes	No
• Your name (not the words Curriculum Vitae) is in a bold format at the top of the page		
Personal Details Section		
	Yes	No
• Have you included your email, address and telephone number so that you can be contacted?		
• Have you put your MDU/GMC number?		
• Do your personal details account for no more than one third of the page?		
Career Objective / Personal Profile Section (optional)		
	Yes	No
• It is no longer than 3 sentences or about 4-5 lines?		
• Is it short, punchy, strategic, highlighting your current situation and outlining your future career plans (career objective) or outlines key skills and experiences (personal profile)?		
Education Section		
	Yes	No
• Do the details have your MBChB course first and then work back?		
• Are the start and end dates given for each institution attended?		
• Do you include the name of each institution attended?		
• Do you give the full title of the courses e.g intercalation degree?		
• Have you given details of your key achievements at medical school?		
• Do you mention SSMs if applicable and any relevant clinical work?		
• Do you highlight any other areas such as elective?		
• Do you include any research, audits or teaching or prizes won?		
Employment Section		
	Yes	No
• Do your details start with your most recent experience -e.g. Foundation Year 2 and work back?		
• Start and end dates are always given		
• You name the trust?		
• You state the areas of your rotations		
• You give some indication of any relevant duties and responsibilities?		
• You give details of any particular achievements		
Other Headings		
	Yes	No
• Audits, Presentations, Publications, Leadership/Management experience – give full details		
• Teaching Experience - details		
• Developmental activities such as courses and conferences		
Interests		
	Yes	No
• Have you concentrated on a few interests rather than giving a long list?		
• Do you explain something about them rather than one word?		
• Have you used this section to demonstrate examples of skills and competencies that the employer is looking for?		

References		
	Yes	No
• Have you given referees' full name and title?		
• Do you include referees' job titles?		
• Do you give referees' address and telephone number and email?		
• Have you asked your referees to provide a reference for this application?		

Final Check		
	Yes	No
• The sections of the CV are arranged in a way that draws attention to the important information		
• Your CV is ideally no more than 2/3 pages long.		
• Your CV is word processed.		
• Good quality and neutral paper has been used.		
• The font size is big enough (10 to 12 minimum)		
• You have left a blank line between categories.		
• You have avoided long paragraphs of text.		
• You have avoided generalisation and have supported statements with specific examples.		
• You have not used jargon or abbreviations that would confuse the reader.		
• You have used phrases throughout that indicate your enthusiasm for the job.		
• Someone has proof read it for spelling and grammatical errors.		
• Have you checked there are no gaps in your history?		
• Would you want to read it?		

Now count up how many 'yes' boxes you have ticked.

If your score is	It suggests.....
34 - 43	Your CV seems to be in pretty good shape.
24 - 33	Your CV could benefit from some further work and development. Have a look at more information on writing a CV in the Roads to Success booklet.
0 - 23	A score in this range suggests that your CV may not be up to the standard expected. Have a look at information on writing a CV in the Roads to Success booklet.