



CV BUILDING

Nothing beats content and formatting when it comes to putting together a CV. If you have a lot to write about then you have already won half of the battle. All you need to master after this is formatting. We still use CVs a lot in medicine, although a lot of job applications are done online. You should always have a CV when you attend interviews, write personal statements, apply for work experience or sometimes even prizes. CVs can be either 2-4page summaries, or full-length CVs which can be 5-6+ pages long.

Interactive task: All CVs should have the headings listed below. For each of these headings make a bullet point list of what you have achieved so far. This will help you assess the spread of your achievements and highlight stronger and weaker areas.

Education and Qualifications

Awards, Grants and Prizes

Research Experience

Presentations

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Attendance at Conferences and Courses

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Publications

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Teaching and Mentoring

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Enterprise and Innovation

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Community Involvement

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Other Interests

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Career Intention

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Referees



If you **are** lacking content in any particular area of your CV, now is the time to start filling in the gaps! The next few sections will show you how.