



# Medical Student CV Guide

The aim of a CV should be to present your personal history (education, professional experience and job qualifications) with a strong emphasis on specific skills relating to the position you are applying for.

Those shortlisting for interview will review your CV for, on average, only two minutes before deciding if your application should be considered further. Therefore, when preparing your CV you should be **RELEVANT, CLEAR & CONCISE**.

A good CV should make it easy for the employer to see you have the required skills and experience for the post. Ensure you match your skills and experience to the person specification for the post. The person specification will be used to determine who is shortlisted for interview. Remember, your CV is a stepping stone to being invited for interview, where you will have the opportunity to elaborate in more detail.

## What should you include in your CV?

- **Headings** with **bullet points** should always be included. *(As a medical student don't worry if you cannot fill all sections just include headings that are relevant to you. e.g. don't include 'Publications' if you have no publications).*
- No need to have "CV" or "Curriculum Vitae" as a heading, your name in bold is sufficient.
- Following a 'when, where, what' format is logical and easy to read. Ensure reverse chronological order is used throughout.
- **Personal details** including full name, postal address, email, telephone, date of birth (optional), nationality (only if relevant), and registration number & national training number, and Medical Defence Union Number, if applicable.
- **Career Statement** - A good way to help your CV stand out immediately. This should be a brief statement of the direction in which you want to develop, explicitly linked to the post being applied for and highlighting relevant skills. Try to avoid generic statements about wanting to become a consultant or general practitioner principal, or vague assertions of your skills. Include short and long term goals. Keep it short and simple.
- **Education** - This is presented in reverse chronological order. The 'when, where, what' format is useful here e.g. 2007-2012. *University of Dundee, Dundee. MBChB (graduation expected June 2020).* Details of SSC's can be included, plus any academic awards/prizes. Include intercalated degree plus classification. School - give details of A level/Advanced Higher/

Higher – subjects plus grade. Standard Grades/ GCSE's – just number taken. If you are applying for ST1 you could include details of your electives.

- **Qualifications** – Including membership exams that you have passed e.g. MRCP part 1. Include the date passed. If you are attempting an exam and are scheduled to sit it before you attend interviews, think about whether you want to list it on your CV as you will be asked at interview if you have passed. Include ALS either in this section or if you have a range of additional courses that you have attended include it in a separate section.
- **Work experience** – Can be split into 'Relevant' and 'Additional' work experience. Elective and any shadowing can also be included here. Describe each succinctly. Using bullet points makes it easy to read quickly. Focus on the knowledge/understanding and skills and experience that you have developed and use active verbs and phrases. Be specific.
- **Clinical procedures** – You will have to judge whether it is better for you to describe your experience of clinical procedures throughout your descriptions of rotations or in a separate section and this is likely to depend on the amount of experience you have had. You should state whether they have been undertaken independently or with supervision.
- **Audit** – It is important to show your participation in clinical audit. Present your experience as month or year completed, the topic of audit, location or institution, your role, and the guidelines audited against. Also whether you presented or published the results.
- **Research** – Research degrees, research projects, etc. Include dates, how you went about it, results, any presentations or publications. You can also include research from your undergraduate degree.
- **Teaching experience** – If this is very basic e.g. instructing medical students in a procedure you might include that in your description of a rotation. If it is more substantial it could have a separate section. List who and what you taught, what methods you used, and (if applicable) is this an area in which you wish to continue to develop your skills & experience.
- **Prizes and awards** – Whether you include this as a separate section will again depend on how many you have been awarded. Explain the significance of it for the selector e.g. first prize for poster presentation out of 5 selected posters from an exhibition of 60.
- **Courses and conferences** – Give the name of the course or conference, the organising body and the year held. Don't include internal teaching sessions.
- **Publications** – Most people at this stage haven't published but if you have include title of publication, author (s) with your name underlined, journal and date.

- **Positions of authority or leadership & management experience** – If you have held a position of authority e.g. president of a society, captain of a team, etc. you may wish to include this as this can demonstrate skills such as leadership, team working, management of others, etc. It is up to you if this is included as a section on its own or within another section of your CV.
- **Additional Skills** – List your proficiency in I.T including different packages and mention use of specialist software e.g. MS Office, SPSS, research tools or use of medical databases. If applicable languages, driving licence, etc. can also be included.
- **Interests** – Use this section to evidence personal attributes, such as drive or integrity, not detailed elsewhere.
- **Membership** of professional bodies e.g, BMA, Royal Colleges, etc.
- **Referees** - Should be relevant and able to attest to your ability. Two referees is normal, more may be requested. For Foundation Year applications:
  - One reference must be from a practising hospital consultant, GP or associate specialist who is able to give an opinion of your clinical skills.
  - One reference must be from your medical school. This might be a professor, senior lecturer, lecturer, reader, director of clinical studies or a person holding an honorary medical school contract as advised by your medical school.

More information and an example of a Medical CV can be found at [BMA](#) and [BMJ](#).

## Further Information

For further information or to see a Careers Adviser, please come to a Quick Query or book an appointment on our [CareersPortal](#).

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