

HOW TO WRITE A CV



Creating or updating your Curriculum Vitae (CV) can be a daunting task. The following are some basics to help you put together a professional looking CV in minimal time.

Basic information to provide on your CV:

CONTACT INFO

- Full name
- Current address
- Home phone
- Mobile phone
- Fax number (if applicable)
- E-mail address



EDUCATION

- Fellowships
- Residency
- Internships
- Medical School
- Undergraduate School



EMPLOYMENT HISTORY

- Begin with the most recent
- Summarize your responsibilities



CERTIFICATIONS

- Simply list all boards and national examinations taken with dates.



Create a digital copy of your CV in any document tool or CV builder.

Make sure you thoroughly edit your finished copy. Grammar and typos raise red flags. Spellcheck doesn't catch them all.



Avoid providing too much personal information in your CV, while the cover letter is where you can let your personality shine.

Be sure not to include your social security number.

TOP SECRET

Employment History:

Begin with the most recent position and include your title, a brief summary of responsibilities as well as procedures you performed.



Update your CV at least once per year or for every new career position. Maintaining an updated CV will be helpful in the long run and prevent you from spending hours trying to remember your career history.

Presented by **MERRITT HAWKINS** 
an AMN Healthcare company

A resource provided by Merritt Hawkins, the nation's leading physician search and consulting firm and a company of AMN Healthcare. (800) 876-0500 | merrithawkins.com.