

# CV essentials: from training to practice

Seven seconds. That's the average time a recruiter spends looking at a CV. All it takes is a simple formatting error or omission to land your CV in the rejection pile. And with more healthcare providers than ever looking for employment, making sure your CV stands out and checks all the boxes is the best way to get noticed.

## What recruiters are looking for in a CV.

- **Your qualifications.** Before getting knee deep in the details, recruiters need to determine if you meet the basic qualifications for the position. Usually, this means having the appropriate board certifications for your specialty, but some employers have other requirements as well.
- **Your experience.** Once it's been determined you meet the minimum requirements, recruiters try to verify that you have the experience needed for the job.
- **If you will be a good fit.** Not only does your CV need to show the recruiter why you're a good fit for the facility, it needs to show why you're interested in that specific location. A recruiter wants someone who will love their job and is enthusiastic about coming to work, so let your enthusiasm shine through.

## What to include in your CV (in this order).

- **Name and contact information.** Include your name, credential, and contact information.
- **Education.** List your educational history starting with your most recent and going back, including all degrees until you reach your bachelor's degree.
- **Professional medical experience.** List your professional medical experience in reverse chronological order. Include the name of the employer, location, dates worked, and a brief description of your main responsibilities and/or accomplishments.
- **Research/publications.** Sharing publications or research can be useful, but how much you share is dependent on the type of position you're applying for.
- **Honors and awards.** If you've received any awards or been recognized for something in your career or during your training, make sure you share it.
- **Volunteer and community service.** If you've participated in community service or volunteer work, you may want to include this in your CV.
- **Languages.** If you are fluent in any languages other than English, be sure to include these.
- **Hobbies and personal interests.** Although optional, these are nice to include if applicable.
- **References (upon request).** Unless your references are requested, you do not need to list these out on your CV.

## Additional tips to refine your CV.

- **Keep it concise.** As a new grad, you should keep your CV length to 1-2 pages. As you progress in your career and grow your experience, this page count will increase.
- **Margins and font size matter.** To maximize the real estate on the page, keep margins at a ½ inch (or greater) and font size between 10-12 points.
- **Don't overcomplicate it.** Steer clear of elaborate templates and try to keep things simple and streamlined.

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