

TIPS FOR WRITING YOUR CV: WHAT YOU SHOULD INCLUDE

Tips suggested by Mark Slabaugh, M.D. and Mark Zunkiewicz, M.D., AANA Membership Committee

1. Be concise – 1-2 pages is the recommended length. No fancy fonts.
2. Include your name and any personal data you wish to share with potential employers (this is where you can put any information that you personally would like your potential employer to know).
3. Include your mailing address along with both personal and work email addresses (make sure you list where you are currently working, especially if you are changing jobs).
4. Include your education, starting with the college/university you attended, and work your way up to include any internships, your residency training and/or any fellowship training. *Note: Any extracurriculars in college are largely irrelevant except for the school(s) you attended and degree.*
5. Include any professional society memberships along with any positions that you currently hold/ have held in those societies.
6. Include your board certification status – this can state when you are due to recertify or when you expect to complete the ABOS Web-Based Longitudinal Assessment (WLA), etc.
7. Include state licensure, along with the current status and reasons for any inactive licenses (be completely upfront – your prospective employer will find out in other ways if you have other inactive licenses and did not disclose this).
8. If you are changing jobs, include hospital affiliations for the past seven years consisting of contacts at these hospitals – this will make it easy for your potential employers to contact them for references. At least seven years is recommended since this is typically the timeframe hospitals refer to when researching your application or doing a background check.
9. Include any military service and your status, i.e. guard, reserve, retired, etc.
10. Include any professional appointments, especially if you're pursuing any academic appointments; also, be sure to include the dates of these appointments.
11. Include an "Awards and Honors" section, which lists any pertinent awards and honors in the field of medicine or orthopaedics; this can consist of remote awards unrelatable to medicine if you're comfortable with your employer seeing other avenues that you have pursued in the past.
12. Include a "Publications" section (see the example CV).
13. Include a "Presentations" section that lists your presentations at national conferences (see example CV).
14. Include a "Book Chapters Written" section (see the example CV).
15. Include a "Grants Received" section (see the example CV).
16. Include a "Courses Taught" section consisting of any courses you may have taught within your local community, at the state level or nationally; this can also include outreach programs for other specialties, physical therapy (PT), etc. *Note: Tips 11-16 are extremely important if applying for an academic position. If applying for a community/private practice position, the focus should mainly be on training and work history.*
17. **Optional:** Include personal data such as your date of birth and any family information. Some employers would like to see a personal side to your application, and it helps to include this data to make your CV just a little more personable. If this information is included, be as brief as possible.
18. **Optional:** Include interests, hobbies, pending research projects or ongoing research projects (anything that could make your CV more than just a list of facts).
19. **Optional:** Include any previous employers, depending on the audience for your CV.