

REGULAR

ANAESTHETISTS IN TRAINING

POLISHING YOUR CV



Dr Vida Viliunas is a specialist anaesthetist currently working in both public and private practice in

Canberra. She served for 12 years as an examiner for the Final Fellowship exam and for two years as Chair of the Final Examination Subcommittee. In this issue, Vida offers some advice to help GASACT members prepare for Provisional Fellow or junior consultant job interviews, with specific focus on polishing your curriculum vitae (CV).

So, you've been successful in the Final Fellowship Exam (*Australian Anaesthetist* August 2013 pp. 52–53) and you have prepared for the job interview (*Australian Anaesthetist* December 2013 pp. 48–49). Part of the preparation for the job interview includes refreshing or writing your CV. What follows are some suggestions as to how you might optimise the impression that your CV creates.

COVER LETTER

Just as you prepared your 'script' for the job interview, weave your past achievements into your cover letter. Your research of the facility, its staff and the particulars of the job description will help you to match your special skills and distinguishing contributions

to the needs of the department.

This letter is where you make a case for how you can give expression to your particular interests and motivations. That is, your research of the department or facility indicates that your special professional interests, anaesthetic specialty, research or workplace management might be of mutual benefit.

GENERAL COMMENTS

- Just like your first impression in the interview room, your CV has about ten seconds to make a first impression.
- Your CV should be visually clear, concise, complete and current.
- Use a template or whatever you need to create a logically ordered document that summarises your achievements to date.
- Do not lie. The concept of a 'small world' applies equally to our regional centres, the nation and the planet.
- If applying for an international position, do some research on the particular expectations of a CV for that country.
- Send an electronic copy of your CV with your job application and bring along a few extra printed copies to the interview.
- Be prepared to walk the interviewers through your CV. Do not just read it, but highlight the parts that make you the pick for the job.
- Create a professional signature for your email communication. Include your mobile number and your website, postal and email addresses. Consider creating a logo

(Google it).

- Select a layout that ensures visual clarity—you can use a CV template, your own creation or that of a colleague. The one you choose should satisfy sensible guidelines for CV writing.
- Ensure that the file size is less than 10 MB.
- Number the pages, consider using a header and include a legend.
- Use spell check and grammar check, as well as getting someone to proofread your document.
- Consider including a small photograph.

CV TEMPLATES

There are many references for CV templates, including the following:

- <http://paperpkads.com/cv/anesthesiologist-cv-template/>
- <http://www.resumeok.com/anesthesiologist-resume-examples/>
- <http://www.sampleresume.net/Resume/Anesthesiologist-Resume.html>

CONTENT HEADINGS

- **Contact information:** name (include post-nominals), address, mobile, email, website, other
- **Legend**
- **Personal information:** date and place of birth, citizenship, visa status (optional personal information may include gender, marital status, spouse and children)
- **Education and training history (in**

chronological order): high school, university (undergraduate, graduate and non-anaesthesia qualifications), anaesthesia training. In the anaesthesia training section, itemise the training type (under basic training, advanced training and Provisional Fellowship training), facility and date, and include sub-specialty exposure and courses

- **Employment history (in chronological order):** work history, academic positions, research and training—this might be a small part for a new CV
- **Awards/honours**
- **Publications/books/chapters**
- **Presentations**
- **Professional memberships**
- **Other interests/achievements:** such as

talents, languages or volunteer work

• Referees

REFEREES

Choose these carefully. Decide on who to ask for a reference based on the job for which you are applying. Evaluate referee 'gaps' in the range of people you are considering—for example, whether you choose all anaesthetists (and consider their sub-specialties) or add a researcher, manager, pain specialist or statistician will depend on the job and a few other things.

A referee needs to be able to comment in a meaningful (and hopefully positive) way about the characteristics and talents you intend to highlight. Recent and reasonably significant exposure to a referee gives practical credibility to their endorsement.

FOR THE FUTURE: MAINTAINING A CURRENT CV

Make it easy on yourself—regularly update your CV.

Create a diary alarm to enter courses, conferences, lectures (as participant or presenter), articles (read or written), contributions to research/literature, teaching, volunteer work, committee work or other enterprise.

In conclusion, keep it concise, keep it real, keep it straight (avoid flippancy at all costs), and keep it current. Best wishes to you all!

EXAMPLE SIGNATURE



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