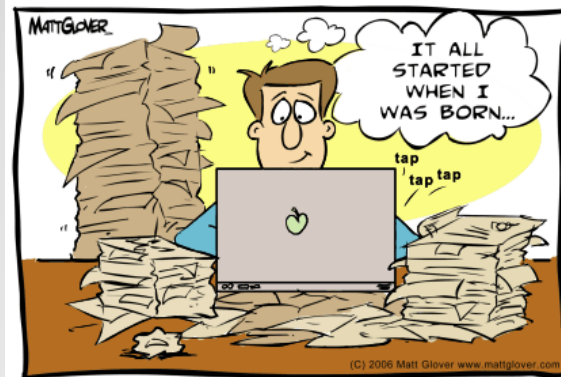


CV Preparation

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Step 1: Your CV

Keep it simple!



Resume not Autobiography

Things TO DO

- Include a cover letter or cover email
 - Keep it short and to the point!
 - What interests you about their opportunity?
 - Let them know why you want to work for them.
 - Program? Location? Hobby? Family? Spouses work?
 - Any special talents?
 - Languages?

Things TO DO

- Include a cover letter or cover email
- Personalize the letter
- Use high quality white/ivory paper
- No distracting embossing or watermarks
- **Include specialty** on cover letter and CV

What To Include

- Contact Information
 - E-mail address
 - Mailing address
 - Phone numbers - **Home & Cell**
 - Specify which way you prefer to be contacted
- Education (**include the dates**)
 - Fellowship
 - Residency
 - Medical School
 - Undergraduate
- Certifications (Boards, BCLS, ACLS, etc)
- Licensures (States and dates. Even if pending.)
- Professional Experience
- Accomplishments
 - Presentations
 - Publications
- Personal Interests / Hobbies
- Optional – Citizenship, Visa status, photo, marital status, children, etc.



Things Not To Do

- Do not hand write anything
- Do not make letter or CV too wordy
- Do not use ***unusual graphics or fonts***
- Do not include SS#, drivers license # or birth date
- Do not use a generic cover letter
- Do not include reference letters, credentialing, etc.

References

...once the time is right

Choose people who know your work ethic and have credibility



Approach:

“Dr. Smith, do you think you would be a strong reference for me for a practice position I am considering”.

Make Sure it is Right

- Use spell check on both your cover letter and CV
- **Proofread it**
- Have someone else proofread it

And Finally...

You are now a professional. Your E-mail and voice mail should reflect this.

Time to change...

hotdoctor@anywhere.com

Keep in mind what you post on your
Social Networking Sites!

Be Prepared

Research. Research. Research.

Find out as much as you can about the
Company & Employer **BEFORE** the interview

(Go to their website, Google, talk to employees)

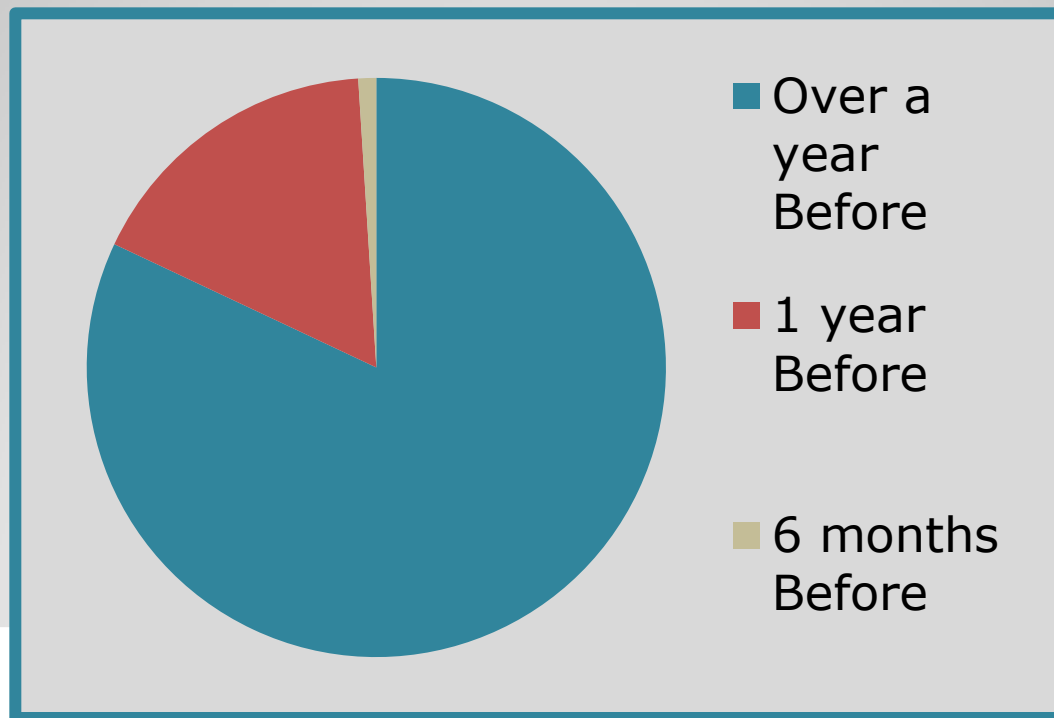
Finding the Right Opportunity

- Location
- Type of Practice
- Working Conditions

When should you begin looking for the right practice opportunity?

(According to 2008 survey by Merritt Hawkins)

Final Year Residents say they started seriously looking...



CHS asked Residents what the top things are that they look for when choosing their first job.

(According to survey conducted in 2011)

- Location 75%
- Compensation 63%
- Family 59%
- Type of Practice 51%
- Loan Repayment 32%
- Other 3%

Location

Finding the Best Place for You

Consider where to Interview....and WHY

- Location
- Lifestyle
- Size
- Recreation
- Schools
- Proximity to Family
- Climate
- Sports
- Demographics
- Cultural Activities
- Family Compatibility
- Cost of Living
- Spouse's Job
- Proximity to Airport

Location

You have an idea of where you want to be,
contact that hospital.

If there is a job posting...
go ahead and apply.

If there isn't an active posting...
contact the hospital's CEO!!!

You could sign early!



Questions?

Please feel free to contact me at...

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