

CV Writing Excellence for Healthcare Job Seekers



Reading time:
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Cover letter

Group task or self-learning exercise

Fred (PGY3) wants to apply for a role which includes this statement: "Demonstrate an understanding of the importance of quality, safety and risk in a healthcare environment."

Relevant points from Fred's portfolio:

- 2 audits – time to antibiotics in sepsis; nutrition after stroke
 - Simulation of intubation in ED
 - Courses ALS, human factors in healthcare, blood safe elearning
 - Attended 3 M&M and presented one case
- Write 4-6 sentences about how you (as Fred) demonstrate these requirements.

CV – Personal profile/Career intentions:

Group task or self-learning exercise

Using the following information, write a personal profile for Dr X's CV:

- Currently an SHO in ED
- Dr X works hard and is kind to colleagues, always happy to take a call shift, always on time for handover
- Dr X is currently undertaking data collection for a study for the use of ROTEM in ED paed trauma
- Dr X is applying for ED training and particularly enjoys paed ED

Remember this should be 3-5 sentences long and written in the first person. Demonstrate who you are and your intended career direction

Example personal profile:

I thoroughly enjoy the variety of patient care I currently undertake as an SHO in Emergency medicine. I am a hard-working doctor and love being part of a team, supporting my colleagues and learning new skills. I particularly value the communication and clinical challenges of emergency medicine and I am also involved in a research project evaluating ROTEM in paediatric trauma. I hope to pursue my interest in paediatric emergency medicine and research as my career develops.

CV – Research:

Self-reflection task:

Think about your most recent audit project:

- Did you choose the audit yourself/with a supervisor?
- Did you choose an audit of value to patients/department?
- Did you audit against a national standard?
- Did you gain ethics approval or exemption?
- Did you institute a change based on your results?
- Did you reaudit after a change or organize for it to be done?

Use this list when considering future audits.

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