

## REGULAR

# ANAESTHETISTS IN TRAINING

## POLISHING YOUR CURRICULUM VITAE

So, you've been successful in the final fellowship exam and you have prepared for the job interview. Part of the preparation for the job interview includes reviewing or writing your Curriculum Vitae (CV). What follows are some suggestions as to how you might optimise the impression that your CV creates.

### COVERING LETTER

Just as you prepared your 'script' for the job interview, weave your past achievements into your covering letter. Its purpose is to show how you match the job description. Your research of the hospital or facility, its staff and the particulars of the job description will help you to match and highlight your special skills 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/facility indicates that your special professional interests/anaesthetic specialty/research/academic/workplace management might be of mutual benefit.

### YOUR ONLINE IDENTITY

After you send off your CV and before you enter an interview-room, someone somewhere may research your background.

It is important to clean up your cyberspace presence:

- Facebook, Twitter, Insta, Tinder, blogs, product evaluations: take a good look and ensure that public content is appropriate; check your privacy settings. Delete abandoned accounts. Think before you post and assume it will all become public.

- LinkedIn: if you use this make sure that it is current and comprehensive.
- Website: if you have a website or an 'About Me' page, ensure the information is accurate, grammatically correct, spell-checked and photos are appropriate and of high quality and any posts are intelligent.

Make an assessment:

- google yourself and take control of the information written about you;
- use multiple search engines;
- include an image search (be conscious of where you may have had a photo tagged).

Then clean it up. There are many online tools to help you clean up your internet presence – of course, you can google that too!

### 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. It should be two or three pages. Use bullet points – make it easy for the reader to absorb the content. The format should be consistent and error free.

Consider a template or whatever you need to create a logically ordered document that summarises your achievements to date. There are many free templates online and they all have common headings as listed here.

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. Highlight the parts that make you the best pick for the job for which you are applying.

Create a professional signature for your email communication. Include mobile, website, postal and email addresses. Consider creating a logo.

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### LAYOUT

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. A sans serif font is easier than a serif font to read.

Ensure that the file size is less than 10 MB (or otherwise manageable) and in PDF format.

Number the pages, consider using a header and include a table of contents.

Use spell check, grammar check and get someone to proof read your document.

Consider including a small photograph.

### CONTENT HEADINGS

- **Contact information:** name (include post-nominals), address, mobile, email, website, other.

- **Table of contents:** make it easy for the reader to find what they are looking for.
- **Personal information:** date and place of birth, citizenship, visa status, gender (marital status, spouse and children – should be irrelevant).
- **Education and training history:** in chronological order: high school, university (undergraduate and graduate and non-anaesthesia qualifications), anaesthesia training\*: include subspecialty exposure, subspecialty courses
  - \* For this section, itemise the training type, facility and date:
    - Basic training
    - Advanced training
    - Provisional Fellowship training
- **Skills:** in addition to specialist anaesthetic skills (e.g. advanced airway techniques, paediatrics etc.), include computer or other technical skills, languages spoken, teaching experience.
- **Community contribution:** If you have made any significant social, environmental, ecological or other contributions mention them. Mention volunteer work on a domestic or international scale (even if unrelated to anaesthesia).
- **Awards:** honours, grants, scholarships.
- **Publications:** articles, books, chapters; include unpublished reports or protocols that you have authored.
- **Presentations.**
- **Professional memberships.**
- **Other:** interests/ achievements/ talents (keep this brief).
- **Referees.**

## REFEREES

Choose referees 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 have in mind.

For example: consider whether you choose all anaesthetists (and their subspecialties) or add a researcher, manager, pain specialist, statistician, surgeon etc.

A referee should be able to comment in a meaningful (and hopefully positive) way about the characteristics and talents you intend to highlight. Make sure to contact them to remind them of you and thank them in advance for any burden on them that may result. Referees are usually required to respond to phone calls, fill out on-line forms or be required to write a reference.

Recency of 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 document.


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

**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. She is currently the Education Officer for the ASA.

In this issue, Vida has refreshed her advice to help ASA members and especially trainee members prepare for provisional fellow or junior consultant job interviews with specific focus on CV polishing.

**Gillian A. SMITH**

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I am interested in academic research in anaesthesia that has significant clinical applications

**SKILLS**

- Leadership
- Computer operating systems
- Research and data collection
- Languages: French, Lithuanian

**EDUCATION and ACADEMIC ACHIEVEMENTS**

2005-2008 Bachelor of Science - Neuroscience major  
2011 First class Honours MD  
2019 FANZCA

**COURSES**

Real World Anaesthesia Course  
BOOTCAMP

**DEPARTMENT LEADERSHIP**

Journal Club Lead  
Study Group and teaching junior registrars  
Rostering and other thankless tasks  
Research organisation and mentoring

**EMPLOYMENT AND EXPERIENCE HISTORY**

Volunteering in outback Australia with 2020 Vision  
Internships at fascinating places  
Registrar positions

**COMMUNITY INVOLVEMENT**

ASA TRAINEE committee  
Medical student mentoring

**REFEREES**

Horace Wells  
William Morton  
John Snow

This can be the same time that you enter your CPD activities.

## SHORT FORM CV

For some purposes, a one-page short form of your CV might be sufficient:

## HAVE YOU DONE THIS YET?

Do it today!

For tips on self-control and motivation: <https://www.youtube.com/watch?v=PPQhj6ktYS0>

Vida Viliunas and Jen Moran

**Dr Jen Moran** is an Anaesthetic Fellow at the Children's Hospital at Westmead. Prior to medicine, she completed her undergraduate degree in Canada and worked as a Research Scientist in Forest Ecology and Productivity for two years. She went on to study medicine at the Australian National University (ANU) and remained in Canberra for her Anaesthetic training. She has also developed an interest in Retrieval Medicine as a member of the Aeromedical team for the Capital Region Retrieval Service (CRRS).