

Medical CV Guidance

A recommended structure for medical CVs and job applications

It's important to keep your CV clear, concise and in a logical order for any job application and whatever registration authority you are applying to. When applying for a medical position, the initial shortlisting process may take as little as fifteen seconds, and the person shortlisting will want to establish your work rights, qualifications, medical registration and clinical experience. It's important that your CV clearly highlights the experience relevant to the position you are applying for.

We recommend following this simple layout to maximise your CV's impact:

1 Personal Details

- Full name, and letters if applicable
- Full residential address
- Phone number
- Professional email address
- Work rights status / nationality
- Medical registration – medical licence details for each country registered in

2 Education and Qualifications

Starting with your highest qualification first, e.g. postgraduate followed by undergraduate.

- Postgraduate qualifications
- Medical degree – qualification, year, institute
- Non-medical degree, if applicable
- Additional courses – ALS, ACLS, etc.
- English language test results, if applicable

EXAMPLE

Bachelor of Medicine and Surgery, MBBS, 2015 — Royal College of Surgeons, Dublin, Ireland

3 Clinical Work History

List in reverse chronological order – most recent position first, back to your intern position.

- Account for any gaps longer than three months, e.g. career break, study leave, etc.
- Dates of position: full dates, or as a minimum month and year, e.g. March 2020 to March 2021
- Level of the role: SHO, Registrar, Medical Officer, etc.
- Medical department / speciality: Emergency Medicine, General Medicine, Surgery, General Practice, etc.
- Name of hospital / institution, city and country
- Clinical duties: core clinical duties and any leadership, management or teaching involved in the role, if applicable

WORKED EXAMPLE

July 2022 – Present: Registrar, Emergency Medicine

St. Mary's Hospital, Dublin, Ireland

Clinical duties:

- Worked as a member of a multi-disciplinary team in the provision of medical care to patients
- Diagnosed and treated patients
- Ensured that duties and functions were undertaken in a manner that prioritises the safety and wellbeing of patients
- Assessed patients on admission and/or discharge as required, and wrote detailed reports in the case notes
- Ordered and interpreted diagnostic tests, followed by initiating and monitoring treatment
- Participated in multi-disciplinary clinical audit and proactive risk management

July 2021 – June 2022: SHO, Emergency Medicine

St. Mary's Hospital, Dublin, Ireland

Clinical duties:

- Worked as a member of a multi-disciplinary team in the provision of medical care to patients
- Diagnosed and treated patients
- Ensured that duties and functions were undertaken in a manner that prioritises the safety and wellbeing of patients
- Ordered and interpreted diagnostic tests

4 Non-Clinical Work History

- If you had a career before medicine, please include it here

5 Research and Publications

- Outline research experience, if applicable
- Clinical audit, if applicable
- Links to publications, if applicable

6 Professional Development

- Courses and conferences attended

7 Personal Achievements & Interests

- Interests outside of medicine, voluntary activity, etc.

8 Referee Details

- Two professional referees, ideally including your most recent consultant or clinical supervisor