

Academic CV Building



Content

- Headings
- Important factors
- Useful websites

Headings

- Qualifications
- Publications
- Audits/Quality Improvement
- Presentations
- Prizes/Funding
- Employment
- Sports
- Hobbies/Interests
- References
- Career intentions/Aspirations
- Position of responsibility
- Taster weeks
- Covering letter
- Portfolio of evidence
- Logbook of procedures
- eLearning

Important Factors

- Succinct
- Specific; Long to short
- Clear, well formatted
- Spelling & grammar
- Hierarchy of evidence
- Standing out
- Personal specification
 - One step ahead
- One step at a time
- Showing an interest
- Supervisor

AFP Application Process

- Each application to an AFP is treated separately
- No information from FP application will be carried forward apart your main personal details i.e. name, contact details
- Educational achievement information is different from the FP application. Degrees, publications, presentations and prizes are added by completing the relevant boxes and drop down lists
- Up to six white space questions will require free text answers

Useful websites

- Foundation Personal Specification
- Academic Foundation Rough Guide
- Specialty Training Personal Specification
- GMC
 - Outcomes for graduates
 - Promoting excellence: standards for medical education and training
- BMJ
 - Preparing your Medical CV – Kathy Oxtoby
 - Preparing the perfect medical CV – Matt Green