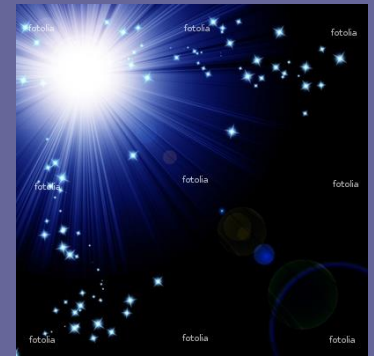


Crafting a Dazzling CV

What makes a CV dazzling?



dazzle....
verb (used with object)



1. to impress deeply; astonish with delight:
The glorious palace dazzled him

How do we do this?

1. correct information

key content elements

+

2. correct strategy

writing from the readers perspective

+

3. correct presentation

good form and style

What are the key contents of a dazzling CV ?

1. Content: key elements

- **Brief description of yourself**

under your name, top center, page 1

e.g. Veterinary pathologist and molecular immunologist

e.g. Parasitologist, educator, and technical editor

- do not include Social Security number, age, gender, marital status

- **Present position and contact information**

use professional affiliation, not home address

- **Education and Training**

degrees, and post-doctoral fellowships

start and end dates, institution, degree, GPA, title of thesis

- **Awards and Honors**

year, title, awarding institution / organization

- **Funding, scholarships, grants**

year, source, title, amount of money, role in grant (e.g. PI, co-PI)

1. Content: key elements

- **Experience**

start and end years, institution, your position, what you did

- **Research experience**

when, where, with whom (supervisor / PI),
statements (as bullets or text string) that give overview of your research,
especially the purpose, relevant findings, any special new techniques

- **Clinical skills**

when, where, with whom

statements (as bullets or text string) that give overview of your clinical
experience, especially case load, patient profile, clinic location (in the
hospital or in the community)

- **Teaching experience**

separate out didactic (classroom/lab), clinical, CME, mentoring

– details can include

date, institution, your title, course name and code, level, no. of students,
what you did (e.g. grade exams, review lab reports, hold weekly office hrs)

- mention any special courses YOU have taken, e.g. curriculum development

1. Content: key elements

• Publications

authors, year, title, journal, volume, start and end pages

- focus on items published or are accepted for publication.
- for items submitted, use a separate category “In review”
- use sub-headings, peer-reviewed manuscripts, book chapters, books

• Presentations

- use subheadings,
 - oral, poster,
 - international, national, region
- invited presentation
- for each, list names of authors, year, title of presentation, name of meeting, location of meeting
- indicate if you were the presenter

• Patents / intellectual property

- include status of the application, or if granted, when it was approved

1. Content: key elements

- **Membership in professional societies**
 - which years, name of society, special responsibilities
- **Journal review and editorial experience**
 - names of journals, what you did
- **Study sections**
 - year, name of study section, organization, your role
- **Certifications / Licensure**
 - date, title, state / federal

1. Content: key elements

- **Leadership and organizational responsibilities**

- date, your title/role, name of organization, name of institution
- can add details, as bulleted points or text string

- **Language skills and international experience**

- which languages, level of proficiency

- **Any special examples of initiative**

- e.g. established International Post Doctoral Fellow Club

2. Strategy

Write for the reader

Consider their perspective – what do they need and want to know
– be clear, precise, focused, and positive

Match your cv to the SPECIFIC position you are applying for

Present yourself strongly, and in an interesting way

Show the “added value” you offer – more than is expected

Suggest keeping a comprehensive cv on your computer
and modify it as needed

Get critiques before submission

3. Presentation: form and style

- Check carefully for mistakes in spelling and punctuation
- Ensure consistent style and font
- Avoid vague and weak words, e.g. “Other activities”
-Consider replacing with e.g. “Leadership activities”,
“Personnel skills”
- Explain unusual terminology and abbreviations
- Use appropriate terminology, e.g. “animal tissues”, not “animal body parts”
- Be specific about time commitments, e.g. if part time, indicate number of hours per week

Exercise time



- i) think about all the new ideas we have discussed
- ii) look at your cv

Write down

- iii) **brief description** of yourself
- iv) **3 new categories of information** to include
- v) **main information** for each of these categories



Undertaking a self-inventory.... discovering your “added values”



Other hints and tips

- **Be aware of cultural differences**

**e.g. German cv includes photo and family status,
USA cv does not!**

**e.g. European cv style is rather modest,
USA cv style is more “show time”**

- **Remove items that are not professionally relevant,
or that say something negative (even if it is true!)**

**e.g. winner of university long jump competition – NO
worked in a restaurant – NO
not good at multi-tasking - NO**

Good luck !