

Tips for Writing a CV

CV (Curriculum Vitæ: “course of life” in Latin) is a detailed and complete history document of your professional career and its development and achievements. This article can serve as advice to those writing CVs for medical physics job or residency applications. Note that if you are applying for an industry or hospital job, a resumé may be more appropriate than a CV (see the next part of this article). Here are two sample CVs: one very tradition student CV and one more unique resident CV.

How different is CV writing from resumé writing?

- Many of the general instructions are the same.
- Purpose
 - A resumé (“summary” in French) is commonly used for regular job applications. On the other hand, the CV is used for more professionally-oriented positions in academic, research and medical fields.
- Layout and format
 - Chronological order (or reverse chronological order) is important in CV writing with structured format. However, a resumé can be written without chronological order with free style.
 - Many open-source CV templates can be found via a cursory web search to give you styling and formatting ideas for a personalized document. But it’s typically best to err on the side of simplicity.
- Length
 - A CV can be well over two pages since it covers one’s entire career while a resumé is only 1 page in general and up to 2 pages written with only specific skills for the applying jobs.
- Typically, in the US, a CV does **not** include a picture, your marital status, your citizenship status, or your gender; however, if you are applying for jobs outside the US, be aware that these might be expected.

What are the contents of a CV?

- Important thoughts before CV writing:
 - What are the qualifications and requirements (education, skills, work experience, etc.) that the new employer looks for?
 - How will an applicant fit into the physics group/department/company/institution/organization and contribute to the efforts of the hiring entity?
 - How to write your CV so that the major information can be easily read and look interesting.
 - Presenting some teamwork and leadership experience is important.
- Name, final degree usually in the top center of the CV, in large type and **bold**
 - No need to include “CV” in the CV document
 - Current institution and position (optional)

- Contact information: Office Telephone and/or cell phone
 - Email address: either business or personal email address
- Education
 - Master and/or Ph.D. degree(s) at which school(s) and graduation years
 - Advisor information (if relevant)
 - Thesis and/or dissertation title(s) and, if relevant, brief descriptions of the work and its importance
- Training positions
 - CAMPEP accredited residency and research assistantship with anticipated end date
 - Summer school
- Professional status (which could be placed before education, if you want to emphasize this)
 - Board certification
 - If not complete, then specify passed Part I and/or Part II and name the board (ABR, ABMP, ABSNM)
 - Or state that ABR (or other board) has accepted your application to take Part I (if applicable)
 - MQSA
 - Authorized user or authorized medical physicist status, specifying what you are authorized to do
 - IRB experience
 - State license
 - Specify if it is a trainee license
 - State registration
 - Radiation safety officer duties
 - MR safety officer duties
- Job experiences, chronologically listed, with years for each
 - Employment history
 - Clinical experience
 - For clinical experience relevant to the job you're applying for, insert a brief description of the *specific skills* you gained
 - Academic experience including teaching courses and conducting research
 - Mentoring
 - Non-clinical experience
 - Skills and abilities in the areas of specialties
 - Hardware and software experiences
 - Familiarity with government and state regulations and inspections
 - Experience with ACR or ASTRO accreditation procedures
- Accomplishments
 - Grants, with the name of the grant body and amount of the grant
 - Publications, presentations, and posters
 - Separate peer-reviewed items from those that are not

- If you have many of these, then separate into national/international, local/regional, and local (within the facilities where you worked)
- Awards and honors
- Research methods and results that improved certain procedures and outcomes
- Patents and commercial product developments
- Fellowship status of professional organizations
- Contributions to professional organizations and their growth
 - Reviewer experience with professional journals
 - Volunteer work for professional organizations, including committee membership
- Extracurricular activities are optional
 - Community volunteering
 - Do ***not*** include your drinking activities
- The order of the items above may vary, depending on what you want to emphasize
- The first page of your CV might *highlight your accomplishments*, serving as a partial list of contents of your CV
- Throughout your CV, use highlighting, boxes, and/or right justification to insert brief descriptions of things you think are particularly important to the job you're applying for
- Your list of references may be at the end of your CV or may be a separate piece of paper