

JRCPTB

Joint Royal Colleges of Physicians Training Board

The Perfect training CV

At various stages in your training you will be asked to provide a copy of your CV. You will also be asked for your CV if you are applying for an assessment of your eligibility to enter training or if you are applying for direct entry to the UK Specialist Register. The format and content of a training CV are slightly different to the standard format required for a job application. These notes are designed to help you draft the perfect training CV.

General Information

You should produce your CV on a word processor/PC. Your CV will then be neat, legible and attractively formatted and you will also be able to amend the original as your career progresses. Please DO NOT put any form of binding on your CV as it will almost certainly have to be photocopied - a staple will do. For the same reason you should only use a clear black font on white paper. You should divide your CV up into sections as follows:

Personal Details

This section should include your full name, address, telephone number, email address, date of birth and GMC Number.

Qualifications

List all of your qualifications from (and including) your primary degree onwards. You should also include mm/yy dates for the award of the qualification and the awarding body. Please give details of any anticipated qualifications or awards.

Present and Previous Employment

List your present and all previous posts in date order. Start with your current post and work backwards up to and including your first pre-registration (intern) post.

Make sure that you include the following:

- Full dd/mm/yy start and finish dates for all posts (and periods spent out of training or in flexible (part-time) training, if applicable. Flexible (part-time) trainees should also indicate their sessional commitment).
- The name and address of the hospital where you were employed.
- Your grade and specialty in each post - ie Locum Consultant in Gastroenterology, Specialist Registrar in Infectious Diseases, SHO in General Internal Medicine, Associate Specialist in Haematology etc.
- A description of the training/experience gained in the post - eg clinics attended, techniques learnt, on-call commitments, continuing care, ward rounds etc. If you are undertaking dual specialty training you should indicate how much training in each specialty the post provided. You should also include the names of your educational supervisors.

- Time spent on research or other non-clinical activities should be recorded here and if there are any gaps in your CV you should explain them.

Research, Audit, Teaching, Courses Attended and Management Experience Gained

Give details of your experience of all of the above. UK trainees who wish to seek educational credit for their research should ensure that they have the approval of their Postgraduate Dean and the relevant SAC(s).

Publications and Presentations

A list of all publications and presentations to learned societies should be attached to your CV.

Hobbies and Interests

While this is not compulsory, it is always nice to know what you do when you're not being a doctor!

Finally...

If you submit your CV in this format you will find that your training is assessed and your query is answered as quickly as possible.

If you require further information regarding Higher Specialty Training or entry on to the UK Specialist Register, more information can be found on this website.