

**NORTHERN QUEENSLAND
REGIONAL TRAINING
HUBS**

MCP | MEDICAL
CAREER
PLANNING

2023 QLD MEDICAL RECRUITMENT CAMPAIGN

Preparing for success: CV & Interview tips

A network of medical training opportunities



Learning outcomes

- What is a CV, how to structure it and what to include
- Career statements - What they are and how to do them
- Interview tips and tricks
- Interview frameworks
- Where to find more information

Is it a CV or a resume?

While the terms “résumé” and “curriculum vitae” (CV) are often used interchangeably, a résumé technically only contains information directly relevant for the job being applied for whereas a CV contains more information about the applicant.

“When in doubt, leave it out” is a useful motto for résumé writing.



The aim of a medical CV/ resume

The aim of your CV or Resume should be to present a summary of your career, including education, professional history and job qualifications with a strong emphasis on demonstrating that you have the specific skills related to the position you are applying for.

The purpose of knowing how to write a medical CV is to ensure that you develop a CV that moves you forward in the application process. You should ensure that your CV is relevant, clear and concise.

Tips: General

- ✓ Be aware employers spend roughly 6 – 8 seconds reviewing each CV
- ✓ Pay close attention to what you put on your front page. Everything that is good about you should be on that front page.
- ✓ Tailor your CV to the role you are applying for. The best way to do this is provide a Career Summary or Career Goal Statement as the first block of writing.
- ✓ Make your name the biggest thing on the front page. That's what you want them to remember.
- ✓ Start each section with the most recent activity and work backwards in time
- ✓ Generally aim for 2 pages but check application guidelines and they may stipulate length
- ✓ Include only relevant information. Don't include unnecessary information like marital status, health status etc

CV tips - Check

- ✓ Check spelling and grammar (Always!!!)
- ✓ Your junk box, others box or spam if expecting a response
- ✓ Your phone messages and make sure they sound professional
- ✓ You have asked your referees to be referees and reminded them

CV tips - Avoid & convert

AVOID:

- A cluttered layout: White spaces improve readability
- Big photos of self on the front page - This may introduce unnecessary bias

CONVERT:

- To a portable document format (PDF) to avoid end user computer re-formatting your CV when received. PDF will keep the document in the same format
 - If an organisation specifies a different document then follow their guidance

Physician CV Example

by Resume Genius

Address: 140 Ala Kapuna St
Honolulu, HI 96819
Phone: (808) 000-0000
Email: youremail@email.com
LinkedIn: LinkedIn.com/in/your.name

CV Summary

Dedicated, compassionate cardiologist with 10+ years of experience investigating and treating adult congenital heart diseases. Possess strong interpersonal skills that allow me to connect with patients, families, and colleagues. Licensed and board certified in Hawaii and New York. Looking to fill the Consulting Cardiologist position at East Hawaii Health Clinic.

Work Experience

KAISER PERMANENTE MOANALUA MEDICAL CENTER, Honolulu, HI

Non-Invasive Cardiologist, September 2018–present

- Passed ABIM Cardiovascular Disease Certification Examination in top 95th percentile
- Diagnose, investigate, and provide individual treatment plans taking into account the full spectrum of cardiovascular diseases, meeting with a daily average of 18 patients in a clinical setting
- Collaborate daily with a multidisciplinary 47-member team of general cardiologists, interventional cardiologists, EP cardiologists, cardiothoracic surgeons, vascular surgeons, and advanced practice clinicians
- Perform non-invasive diagnostic procedures including cardiac stress testing, EKGs, ambulatory echocardiography and Holter monitoring, and interpret ECGs and Echos

THE QUEEN'S MEDICAL CENTER, Honolulu, HI

Cardiovascular Disease Fellow, May 2014–August 2018

- Passed ABIM Internal Medicine Certification Examination in top 90th percentile
- Collaborated with residents, consultants, nurses, secretaries, social workers, and other members of the healthcare team to advocate for and ensure quality patient care
- Interpreted 3000+ ECGs and 80 ambulatory ECG recordings, and gained fluency in diagnostic imaging techniques including magnetic resonance imaging, fast computed tomography, and positron emission tomography
- Provided 1-on-1 mentorship for Internal Medicine residents regarding subspecialty, additionally giving feedback and formal evaluations after each clinical rotation
- Attended 400+ daily conferences covering cardiovascular disease, imaging, procedures, and clinical cases
- Awarded CDF Marcel Stafford Award for Professionalism and Humanism (2018)

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CV: Order of sections

- 1. Details (name, contacts, registration, short qualifications)**
- 2. Career Summary/ Personal Statement**
- 3. Work History (Achievements) most recent job first and following in reverse chronological order**
- 4. Education History, again most recent qualification first**
- 5. Registration and membership of professional associations**
6. Conferences, courses and meetings that are relevant to the position (optional)
7. Research, publication and presentations (optional)
8. Clinical and procedural skills such as the main skills gained from internship (optional)
9. Community service work if it is directly relevant to the position (optional)
- 10. Referees**

Physician CV Example

A

B by Resume Genius

C

Address: 140 Ala Kapuna St
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- Passed ABIM Internal Medicine Certification Examination in top 90th percentile
- Collaborated with residents, consultants, nurses, secretaries, social workers, and other

- A. Your name should be most prominent
- B. Qualification summary helps the employer to quickly determine whether you are eligible for the position. Good place to include medical registration number
- C. Provide contact details to make it easier to get in touch. A mobile phone number and a professional email (which you check regularly) are key.
- D. A career statement or personal statement is crucial. It should demonstrate why you are a good candidate for the job by drawing on key items in your CV. You should also show how you can add value to the employer. Try to set your career horizon 2 to 5 years into the future.

Education F

NEW YORK MEDICAL COLLEGE (2007–2011)

MD Doctor of Medicine

CORNELL UNIVERSITY (2003–2007)

BSc Biology

- Honors: *summa cum laude* – GPA: 3.9/4.0

Conferences

- 2020 Global Summit on Heart Congress and Surgery — spoke on “Experimental and Clinical Cardiology” panel
- 2018 International Conference on Cardiovascular Medicine

Certifications

- Certified in Cardiovascular Disease by ABIM (2021)
- Certified in Echocardiography by NBE (2020)
- Certified in Internal Medicine by ABIM (2018)
- USMLE licensed

Skills

- Specialization in cardiovascular disease and interventional cardiology
- Interpersonal and leadership skills
- Supervision of medical students and residents

E. Employers are most interested in your work history. This should be written in reverse chronological order. Don't waste space listing too many details of the position (i.e. specific dates of rotations and job responsibilities) instead use this as an opportunity to highlight your achievements with additional narrative.

F. If you have worked more than 2 or 3 jobs already you probably will not have space for education history on your first page. If you do have space try to ensure you once again make this section relevant to the post and supportive of your career statement

NAME	
Location email www.linkedin.com/in/ phone number	
PHYSICIAN	
PROFILE	
A dedicated, compassionate bilingual Physician highly regarded for 10+ years of experience as a practice director, attending physician, medical fellow and resident. Known for growing practices, and leading programs at high-profile hospitals. Demonstrated capability of consulting with diverse family members, ensuring they are receiving the attention and guidance needed during highly stressful situations. Exceptional academic qualifications include a Doctor of Medicine, Master of Business Administration, and XXX.	
CORE PROFICIENCIES	
Obstetrics Gynecology Family Communication Technology Integration Successful Patient Outcomes IVF Treatment Planning Patients Assessments Fertility Preservation Process Improvements HIPAA Preventative Care	
PROFESSIONAL EXPERIENCE	
Company, Location	Year to Present
PHYSICIAN/PRACTICE DIRECTOR	
<ul style="list-style-type: none">Founded and launched a successful clinic dedicated to providing a diverse range of patients with industry leading quality patient care and outcomes, boosting patient retention by xx%.Provide exceptional patient care by examining/consulting with patients to determine the appropriate course of treatment, ordering, performing and interpreting diagnostic tests to obtain information on medical condition to establish a diagnosis.Assist in recruiting and interviewing new physicians and staff members to the practice ensuring the selection of qualified candidates for each position.	
Company, Location	Year to Year
ATTENDING PHYSICIAN	
<ul style="list-style-type: none">Diagnose various illnesses in patients and develop appropriate treatment plans to achieve successful outcomes.Provide outstanding patient-specific treatment and dispense correct medications to assigned patients, elevating patient care ratings by xx%.Document and maintain critical information related to patients' medical history, treatments, medications and discharge instructions to enhance organizational efforts.	
Company, Location	Year to Year
FELLOW	
<ul style="list-style-type: none">Functioned as associate course director teaching Basis of Disease and Reproductive Health Core courses for Weill Cornell Medical College.Served in a number of key positions including as the Chair/Vice-Chair of the House Staff Quality Council and Chair/Vice-Chair of ACOG JFCAC District II, Section 1.Delivered advanced medical care and monitoring in accordance with completed competencies and unit needs under the direct supervision of a senior physician.	
EDUCATION	
Complete School Name, City, State/Country: List Graduation Year if Within the Last 10 Years	



Julia Tarnock | Administrator

Location: **Edinburgh**
Telephone: **01234 567 890**
Email: **juliatarnock@example.com**

Professional Profile

'An innovative Administrator with particular expertise in directing and enhancing administrative procedures, and providing full support to ensure the delivery of an excellent customer experience.'

Skilled in the provision of high-level administrative support inclusive of diary and travel management. Experienced in supervising high performing administrative teams to ensure that all aspects of office administration are carried out effectively against demanding resource and time constraints. Proven ability to build productive relationships with both clients and employees. Focused on training and supporting team members in work practices in order to improve upon efficiency.

Core Skills

- | | | |
|--------------------------------|------------------------|----------------------------|
| • Administrative Operations | • Client Relationships | • Diary Management |
| • Report Production | • Record Management | • Travel and Accommodation |
| • Staff Development / Training | • Appointment Setting | • Document Control |

Career Summary

Sep 2017 – Present

Administrator
Haywood Physiotherapy Services, Edinburgh

Outline
Work within the administration team, comprising 3 members, and train staff in company systems and procedures; report to the Administration Manager.

Key Responsibilities

- Supervise the delivery of business support for departmental managers and frontline staff.
- Direct and enhance daily administrative operations relating to appointment bookings, cancellations, confirmations and enquiries.
- Respond to patient telephone calls while ensuring the provision of an excellent service.
- Process and maintain referral letters, patient correspondence, and patient records and charts.
- Utilise Microsoft Excel and internal company systems to reconcile deposits and monthly accounts, to process invoices and receipts, and to compile precise and comprehensive payment records and medical correspondence.
- Govern the distribution of mail and email correspondence and the provision of records and medical information to the Doctors office or hospital.
- Collect payment and bill patient appointments to third party insurance providers.
- Undertake general administrative duties pertaining to file retrieval, message receipt and the utilisation of the fax machine and email.
- Provide effective supervision and training to new staff to ensure that all aspects of office administration are carried out effectively against demanding resource and time constraints.

Key Achievements

Narrative

It is important to talk about yourself in your CV. Control the narrative from the start with your career goal statement. But don't switch straight over to bullet points for the rest of your CV. There are probably some really memorable moments in your work career and education and they deserve a sentence or two if they relate to the job that you are aiming for.

Too often on CVs and Resumes candidates waste valuable space listing all the job specifics (e.g. dates and locations and role responsibilities) whilst not talking about what they achieved or learnt in the role.

Use your resume to sell yourself

Your employer likely knows what intern/ RMO duties are so use your resume to showcase what unique things YOU do

For example, perhaps you are aiming for a specialty trainee position in emergency medicine and one of the selection criteria is about making fast paced decisions

Think about a time in your role you had to use these skills and write about this element of your work history and relate it to how it will help you in the new role.

Eg – Intern Cairns Base Hospital 2021

Required multiple skills including team work, fast paced decision making, patient advocacy and knowledge. Fast paced decision making was a regular skill required during my rural relief term where I worked part of a small team responding to regular resuscitations

Example

Work experience

Intern at Cairns Base Hospital

Term 1 Orthopaedics

§ 20th January - 24th March

Term 2 Emergency Medicine

§ 24th March - June 4th

Term 3 General Medicine

§ June 4th - August 16th

Term 4

§ Sexual Health August 16th - September 30th

§ Annual leave 5 weeks

Term 5

§ Psychiatry November 4th - January 3rd

VERSUS

Work experience

Intern at Cairns Base Hospital

- Rotations in Orthopaedics, Emergency Medicine, General Medicine, Sexual Health and Psychiatry
- Regular feedback about my skills in communication, team work, decision making and knowledge with all assessments highlighting above average in these areas
- Formal feedback from staff and patients about my communication skills in particular contributing positively to their admission and outcomes
- Involved in audit in my sexual health rotation in which I audited the use of Doxycycline in the treatment of sexually transmitted infections

More tips and tricks.....

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Pathways

With 54 medical specialisation tr
your options and map your jourr

Find a specialty

How to Write Your Cover Letter

Career Planning

How to Write Your CV

How to Write Your Cover Letter

Interview Tips and Tricks

Webinars **+**

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A curriculum vitae and cover letter are essential documents for medical students and doctors in training seeking employment. Each application you do to a public or private hospital will require submitting these documents. Then you will need to prepare for your interview. Check out all the free career planning resources available for you.

Whether it's as an intern or a senior medical officer, if you are applying for a role in the medical profession you need to put your best foot forward.

Applying for doctors in training positions is competitive so your CV could separate you from the crowd. Furthermore , it might be a standout cover letter or your superior interviewing skills that assist you in being successful.

To help you in the application process, we have compiled a series of videos and resources which provide advice and

Interview Skills - Tips

Research

- The hospital you are applying for. What are they known for? How big are they? What demographic do they serve? Etc
- Pre-requisites, requirements or expectations of the role you are applying for

Brainstorm

- What questions you may be asked.
- What you are good at, what skills you have and what you want from this role

Prepare

- Some examples that fit the description of the role. There are common questions regularly asked

Pre-interview tips

Prepare specific examples that will demonstrate how you meet the requirements of the position.

- This requires looking at the role description!
- Consider the skills, experience and requirements that roles requires and prepare some examples of how you fulfill these requirement.

The role

Responsibilities:

- To provide high quality clinical care to patients of Townsville University Hospital.
- To provide medical care under the supervision and direction of Registrars and senior medical staff.
- Document relevant clinical information accurately, concisely and legibly inpatient charts.
- Conduct interviews, examinations and the identification of clinical problems.
- To arrange investigations, surgical treatment, medical treatment and discharge as directed by the Registrar and/or Consultant to which assigned.
- Conduct day to day review of patients.
- To provide assistance with surgical procedures and outpatient clinics as directed by the Registrar and/or Consultant to which assigned.
- Participate in clinical audit and quality programs as appropriate.
- Contribute to quality patient care by participation in case planning which includes appropriate pre-admission planning, in-hospital care and discharge planning.

How you will be assessed

You will be assessed on your ability to demonstrate the following key requirements, knowledge and experience which is outlined under 'The role'. The ideal applicant will be someone who has proven ability and can demonstrate the following:

- Highly developed clinical skills.
- Demonstrated skills in reviewing, analysing and evaluating patient care.
- Demonstrated knowledge of current medical practices and issues.
- High level verbal and written communication and interpersonal skills with the ability to relate to all levels of staff and hospital clients from a variety of backgrounds.
- Ability to maintain accurate and complete medical records - clinical, administrative and statistical.
- Sound theoretical knowledge, practical skills and ethical behaviour required of a medical practitioner.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.

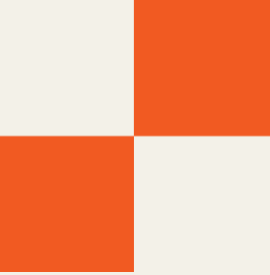
Pre-interview tips

- Prepare specific examples that will demonstrate how you meet the requirements of the position.
 - This requires looking at the role description!
- Prepare a list of questions that you can ask in the interview.
- Practice your responses out loud and ask someone to do a mock interview with you.
- Make sure you are clean, tidy and appropriately dressed – consider your hair, nails, accessories and shoes as well as your clothes
- Practice, practice, practice! Record yourself answering interview questions out loud using a recording device or app on your mobile phone. Listen back to it and pay particular attention to your number of ‘ums’ and the length of your responses.

Interview question style

You will be fine if you can come to the interview prepared with some examples of some likely questions you may be asked

Understanding the style of interview questions and frameworks really helps preparation



Types of interview questions

General Questions

Behavioural Questions

Situational Questions

General Questions

Majority of interviews will begin with general questions

- The employers way to get to know you, your motivations, interests and skills and why you want to work for/ with them
 - Tell them a story/ narrative about you!
- Also your opportunity to showcase why you are the best candidate!

A well considered and delivered answer will set you apart, but remember to be concise!

Common types of general interview questions

- Tell me a little bit about yourself.
- Why did you apply for this position?
- Who are you? Talk me through your expertise/ research in this field?
- What are your biggest strengths?
- What areas do you believe you need to improve on or consider a weakness?
- Where do you want to be in 5 years?
- What do you know about our team/ clinic/ hospital?
- What qualities do you have that will make you a good medical practitioner in this unit?
- What do you consider to be your greatest achievement?

Framework (If you want...)

Some people prefer to 'wing it' and be casual and others prefer to have a structure

- Try to make sure you 'practice' and not 'rehearse'. Try to remain casual, engaging but also communicating information

If wanting to use a framework a good one is CAMP

Clinical – Your clinical background and any clinical achievements you have, or any clinical skills or strengths you stand out in

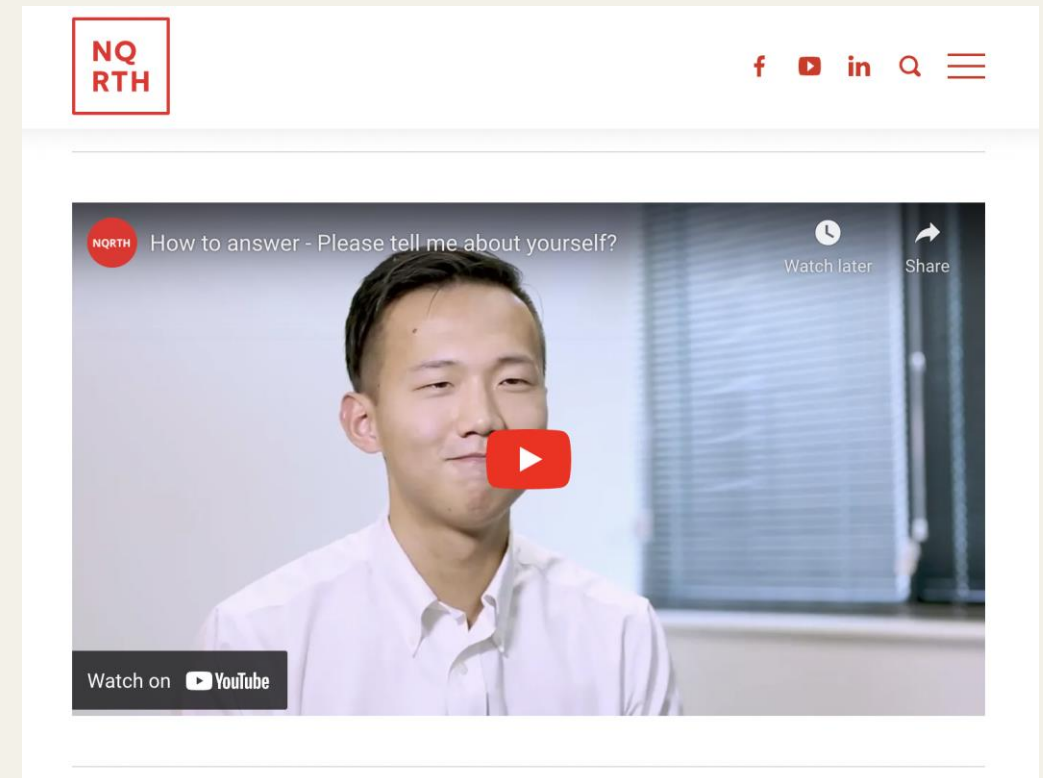
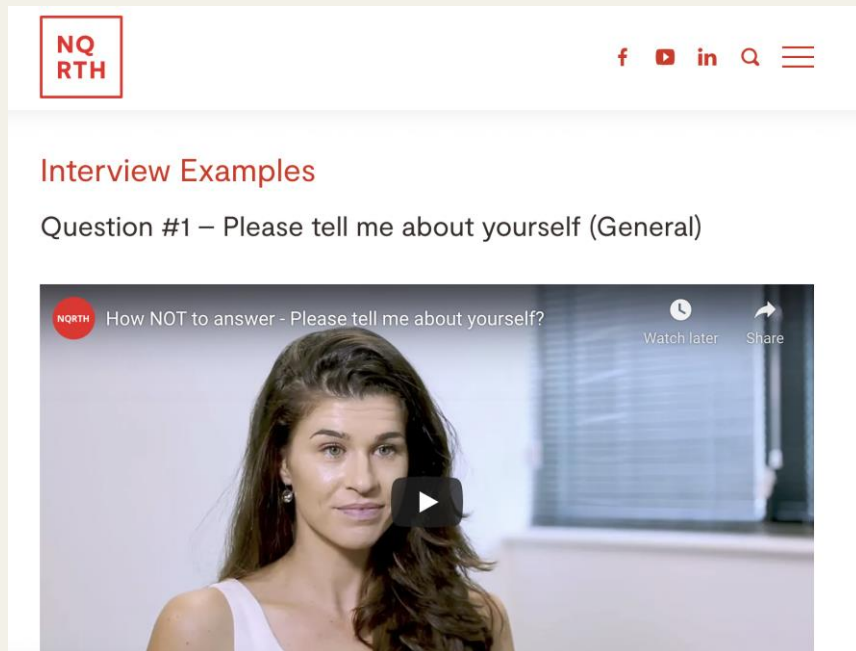
Academic – Any academic achievements you may have

Management – Any managing roles you have had/ committees/ board work/ voluntary work etc you feel relevant

Personal – Any personal information you may feel relevant to the question

General Interview - Tips

Many people get stuck on their work/ job/ employment history and don't take the opportunity of being given a general questions to showcase their skills and more about themselves



Behavioural Questions

- Behavioural interview questions are based on the assumption that past behaviour is an indicator of future behaviour.
 - If you hear questions like “Tell me about a time when...”, “Describe a time when....”, “Give me an example of....” it is highly likely that you are about to be asked a behavioural question.
 - When answering these questions always be truthful with your example, and consider an example that will also highlight multiple skills you have (E.g. one example could prove that you have skills in conflict management, negotiation skills, problem-solving and rapport building all in one!)
 - CAR or STAR are good frameworks to structure answers to these questions
- | | |
|-----------|-------------|
| ■ Context | ■ Situation |
| ■ Action | ■ Task |
| ■ Result | ■ Action |
| | ■ Result |

Never forget the R!!!

Example behavioural questions

Tell me about a time when:

- You made a mistake.
- You were involved in conflict.
- You advocated for a patient.

Give me an example of a:

- Good leader you've worked with.
- Good team you've worked in.

A GREAT answer would encompass what the employer is looking for (You can find this out via a PD), an example of how you managed the situation (Using a STAR/CAR) and also showcasing your skills in the example (Eg Problem solving, communicating, team work, management of deteriorating patient etc)

Situational Questions

Situational questions assess how well you can analyse a problem, how you involve others, or how you obtain additional information in the decision-making process.

Please outline how you would handle the following situation.

- You are an ED resident and seeing your patient is a 35-year-old IV drug user who has a complicated forearm fracture. He is aggressive in ED and does not want surgery. How would you manage the situation?
- You become aware that a fellow resident has been performing poorly, covering up their mistakes and coming to work intoxicated. What would you do?
- Your supervisor is regularly attending work late, dishevelled and smelling of alcohol. What do you do?
- You are asked to present a session at the monthly mortality and morbidity meeting - Talk me through how you would organise this?

Situational Framework

Seek Information – E.g. Find out more information about the situation

Patient safety – Always consider patient safety and if the situation that has been described to you may have patient safety implications

Initiative – How are you planning on approaching the situation?

Escalate – Does this situation need escalation? Who are you going to escalate to? This is a good opportunity to consider who in your team you can escalate to (Consider who else you can escalate to apart from your direct supervisor as the example may be about your supervisor)

Support – Consider what supports are available for the individual in the situation. Think laterally about supports and not just their immediate supervisor – their GP, psychologist, colleagues, union, doctors health line etc

Final Tips

- Look at the resources available to you to help prepare
 - NQ Regional Training Hubs website
 - Creative Careers in Medicine conference 14-15th May sessions on CV preparation and interview preparation
- Preparation = Confidence
- Know WHY you want the role and the interview will be much easier
- See it as an opportunity to get to know your future employer and be relaxed





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