

# **Writing CVs & Preparing to Interview**

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# Objectives

- Identify essential components of a CV
  - Recognize strategies for presenting info on a CV to optimize strengths
  - Use a CV to identify areas of development
  - Recognize critical components of a successful interview
  - Understand basic do's and don'ts of writing personal statements
  - Identify strategies for asking for letters of recommendation
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# Workshop Agenda

- Presentation/interview role play
  - Meet in small groups with faculty facilitators
    - Students: Drs. Ashar and A. Mechaber
    - Residents: Drs. Higgins and H. Mechaber
    - Fellows: Drs. Salanitro and Clark
  - Opportunity to participate in a mock interview with feedback
  - Evaluation
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# **CURRICULUM VITAE**

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# What is a CV?

- Important representation of YOU
    - Experiences/skills/training
    - Accomplishments
    - Build a “story” (areas of expertise and interest)
    - Highlight your future potential
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# When Would I need a CV?

- Applying for a new position
  - Introduction for a presentation
  - Award or scholarship opportunity
  - Background for letter recommendation writers
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# What a CV can do for YOU

- Demonstrates qualifications and provides a personal inventory
  - Reminds you of strengths/ weaknesses
    - Set goals, you are building a “story”
  - Helps you GET an interview-first impression
  - Assists in preparation of applications
    - Residency, fellowship and job applications
    - Awards, grants, promotions
  - Helpful to LOR writers
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**When should I prepare my CV?**

**NOW!!!**

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# Five Cs of CV writing

- Clear- organized and logical
  - Concise- relevant information only
  - Complete- don't sell yourself short
  - Consistent – formatting/structure
  - Current- keep information up to date
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# Components of the CV

- Contact Information
  - Education
  - Honors and Awards
  - Professional Experience
  - Research Experience
  - Presentations
  - Publications
  - Grants
  - Professional Memberships
  - Employment
  - Teaching Experience
  - Extracurricular Activities
  - Community Service
  - Outside Interests
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# **DO'S AND DON'T'S**

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# DO'S

- Be HONEST
  - Use ACTIVE words
  - Be organized
  - List education and training in reverse chronological order
  - Publications may be in chronological order
  - Include name header
  - Be visually pleasing
  - Include accurate contact information
  - Get a trusted mentor to review your CV
  - Start now and update regularly!
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# DON'T's

- Have spelling or grammatical errors!
  - Inflate accomplishments
  - Sell yourself short
  - Include Social Security number
  - Include professional license numbers
  - Discuss \$\$\$
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# Keeping your CV current

- JUST DO IT!
  - A living document
    - Create new categories/update accomplishments
  - Re-organize as appropriate
  - Create an updating system that works for you
    - Current CV on Dropbox/Google Docs
  - Don't eliminate yourself from consideration because of an outdated CV
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# CV Writing Resources

- <http://www.training.nih.gov/careers/careercenter/cv.html>
    - multiple links to resources for writing CVs and resumes
  - [http://www.acponline.org/residents\\_fellows/career\\_counseling/](http://www.acponline.org/residents_fellows/career_counseling/)
  - Medical student resources
    - Check with your medical school
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# PERSONAL STATEMENT

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# Writing Personal Statements

- Doesn't really help you, but can hurt you
  - Important for reflecting on career, goals, values
  - Needed for many applications: scholarships/awards/grants
  - Helpful for letter writers
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# Personal Statement Do's and Don'ts

- DO:
    - ❑ Make it PERSONAL
    - ❑ Start early, have a trusted mentor review
    - ❑ Tailor the PS to what it is being written for
    - ❑ Try to “show” the reader who you are:
      - Use SPECIFIC examples rather than listing adjectives
    - ❑ Should provide a story (with beginning, middle, end)
    - ❑ Highlight values if you share them with institution
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# Personal Statement Do's and Don'ts

- DON'T:
    - Provide TMI
    - Have grammatical or spelling mistakes
    - Let it be too long
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# Strategies for Asking for Letters of Recommendation

- ❑ Tension between choosing someone who knows you well vs. someone who is well known
  - ❑ DO's:
    - ❑ Let letter writers know you will ask early
    - ❑ Meet with your letter writers to discuss goals, highlight accomplishments, describe the program/grant/institution you are applying to
    - ❑ Provide your CV and personal statement
    - ❑ Give details about due dates, allow plenty of time, and provide all instructions for letter submission
    - ❑ Don't be surprised if YOU are asked to provide a first draft
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# THE INTERVIEW

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# Make the Most of your Interview Day

- High stakes
  - Be prepared
    - Do your homework about the program, institution, and faculty you are to meet with
    - Anticipate questions you may be asked
    - Be prepared to talk/answer questions about anything in your CV or in your personal statement
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# Make the Most of your Interview Day

- Don't forget the basics:
    - First impressions count
    - Be on time
    - Look professional
    - Practice and perfect your handshake
    - Be nice to EVERYONE
    - Do send personal thank you notes (email is ok)
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# Standard Interview Questions

- Why are you applying to this residency, fellowship, position?
  - Tell me about yourself, strengths, areas for growth, professional goals etc?
  - What is unique about you that will add to this program?
  - Talk about a challenging experience you have had and what you learned from it?
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# Standard Interview questions

- Questions **you** should ask
    - Expectations, mentoring opportunities, the mission/values/culture of the program/institution
    - Salary and benefits (for faculty and fellowship this will be expected)
    - If someone asks if you have a question, **ALWAYS** ask one
      - Safe: “What do you feel makes this program stand out from the rest?”
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# Role Play Interview

- Student applying for residency
    - What is going well?
    - What is not going so well?
    - What would you do differently?
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# Interview Day Extras

- Consider asking to meet with specific faculty, fellows, residents with similar career interests
  - Pay attention to the climate/work environment (they are being interviewed by you as well)
  - When leaving establish a follow up plan
  - Job talk-faculty positions
    - Tailor talk to the job you are seeking and the audience
    - Present 1-3 projects, show you're developing area of expertise/ highlight skills you are developing
    - Highlight next steps, future work trajectory
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# Small group activities

- Break up into small groups based on level of training
  - Informal question/answer session
  - Review CVs
  - Or participate in a short MOCK interview
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**Thank You!**

**Please complete your  
evaluations**

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