



10 Tips for an Effective CV

1. Ensure that your CV is fully up to date.
 2. Where possible, highlight your skills – not just places you have worked.
 3. Ensure your CV is free of typos, errors, and inaccuracies.
 4. Use conventional formatting (see below), font type (Arial, Times, Calibri, etc.), font size (10-12 point) – and be consistent throughout!
 5. Name your CV file appropriately. We suggest: 'FirstName LastName – CV – Year'
 6. Include dates wherever possible (licensing, certifications, positions) and keep them current.
 7. Keep your CV between 2-5 pages; for additional pages include 'Last Name – pg. #' in the footer
 8. Format your CV as a PDF and make sure the file is formatted correctly.
 9. If you include references, be sure to give them a heads up!
 10. Ask our team for a second opinion!
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How to Structure Your CV

A. Heading

- Include your full name at the top of the first page followed by your degree / professional designation (MD, DO, etc.)
- Directly under your name, include your contact information. Only list addresses, phone numbers, and e-mail addresses where you want to be contacted about job opportunities.
- **Best Practice:** use a professional-but-personal email address; avoid using an employer-given email address

B. Postgraduate Training / Education

- List your education in reverse chronological order.
- Include the program name, program type, city, state, and start / finish dates for each.
- **Best Practice:** If you're still in a residency program or fellowship, highlight your clinical rotations, and list the date you began and your anticipated date of completion.
- Be concise with non-medical / undergraduate education.

C. Professional Experience

- List medically related work since the start of your medical education, starting with your most recent practice location.
- Include position held, name of facility, city, state, and start / finish dates.
- Be sure to include (but distinguish) relevant, prior career information (EMT, paramedic, military, etc.)
- **Best Practice:** use metrics to demonstrate your proficiency and experience

D. Licensure

- List states where you are licensed along with the status and expiration month / year.
- If applicable, list your DEA license, status, and expiration month / year.

E. Certifications

- List board certification and status. Include any specialty or sub-specialty.
- List current certifications (ACLS, ATLS, etc.) along with expiration month / year.

F. Optional Sections

- Honors and Awards
- Research, Presentations, Abstracts
- References – it's fine to list as 'available upon request'

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EMERGENCY MEDICAL PHYSICIAN ASSISTANT

Experienced Physician Assistant with 10 years of family practice, urgent and emergent care. Proficient in diagnosing, evaluating, and treating acute and chronic medical conditions through physical examinations and testing.

Applicable Skills/Procedural Proficiencies

- Central Venous Access and Central Lines
- Chest Tube Placement
- Chest Tube Placement
- Management of all Medical Codes
- Perioperative and Critical Care Patient Management
- Port and Tunneled Catheter Placement and Removal
- Intubation

PROFESSIONAL EXPERIENCE

Surgical Physician Assistant

July 2012 - present

Providence Alaska Medical Center - Anchorage, AK

- Emergency Department PA-C at Level II Trauma Center - Main ED and call coverage
 - Admit and discharge patients, pre/post op H&P's and perioperative care including critical care patient management and medication administration.
 - Surgical consult, 1st assist in vascular and general surgery, and patient follow-up.
 - Perform history and physical exams on adult and pediatric patients.
 - Order and interpret tests, and analyze records, reports, and examination information.
 - Create and implement treatment plans in accordance with continuing healthcare needs of the patient in close collaboration with Physician.

Took Leisure Time Off to Travel to Brazil

Feb. 2012 – July 2012

Physician Assistant

April 2010 – Jan 2012

Fallon Medical Center - Baker, MT

- Urgent Care Clinic
 - Practiced at a rural health facility providing primary care, chronic disease diagnosis and management, preventative services, and education for patients from newborn to geriatric.
 - Create and implement treatment plans in accordance with continuing healthcare needs of the patient in close collaboration with Physician.

Emergency Medical Technician

Pineview/Change Point Hospital - Lakeside, AZ

July 2006 – Jan. 2008

National Registered Emergency Medical Technician Basic - Expires 3/2021

EDUCATION

2008-2010 **Northern Arizona University, Biomedical Campus - Phoenix, AZ**

Masters of Science in Physician Assistant Studies

2006 **Northern Arizona University - Flagstaff, AZ**

Bachelor of Science in Biology

Dean's List 2005 and 2006

LICENSURES

- **NCCPA board certified** (Lic #XYZ)
- **Alaska Physician Assistant** (Lic #XYZ) – Expires 3/2022
- **Montana Physician Assistant** (Lic #XYZ) – Expires 4/2022
- **DEA** (AK Lic #XYZ) – Expires 4/2022
- **DEA** (MT Lic #XYZ) – Expires 5/2022

CERTIFICATIONS

- **ATLS** - Expires 11/2021
- **ACLS** - Expires 12/2021
- **BLS** - Expires 9/2021
- **PALS** - Expires 12/2020

ADDITIONAL RELEVANT SKILLS AND EXPERIENCE

- Fluent in Spanish
- MIMA Foundations Surgical Mission Trip to San Juan Sacatepequez, Guatemala *Jun. 2006 – Aug. 2006*

REFERENCES

Dr. John Pasin, DO

Supervising Physician, Jan. 2012 - present

Providence Alaska Medical Center Emergency Department – Anchorage, AK

Email: jpasin@providenceak.gov

Cell: (555) 657-5555

Dr. Richard Kelly, MD

Direct Manager, Feb. 2014 - present

Providence Alaska Medical Center Emergency Department - Anchorage, AK

Email: rkelly@providenceak.gov

Cell: (555) 860-5555

Dr. Teresa Carlson, MD

Former Direct Manager, Jan. 2012 – Feb. 2014

Providence Alaska Medical Center Emergency Department - Anchorage, AK

Email: tcarlson@providenceak.gov

Cell: (555) 799-5555

Dr. David Kaplan, MD

Direct Manager, April 2010 – Jan. 2012

Fallon Medical Center Urgent Care – Baker, MT

Email: david.kaplan@fallonmedical.gov

Cell: (555) 861-5555

Alana Blattman, PA-C

Colleague. April 2010 – Jan. 2012

Fallon Medical Center Urgent Care – Baker, MT

Email: alan.blattman@fallonmedical.gov

Cell: (555) 228-5555

Or

References available upon request.

Richard L Doe, RN, ENP-BC, NP

1234 Main St. Anchorage, AK 95555 | (907) 555-5555 | rldoe@gmail.com | <http://www.linkedin.com/in/richardldoe>

FAMILY PRACTICE & EMERGENCY NURSE PRACTITIONER

Experienced Nurse Practitioner with 6 years of family practice, acute trauma, urgent and emergent care. Proficient in diagnosing, evaluating, and treating acute and chronic medical conditions through physical examinations and testing.

Applicable Skills/Procedural Proficiencies:

- Excellent diagnostic skills
- Chest tube placement, management, and removal
- Endotracheal intubation and extubation
- Incision and drainage
- Splinting and casting
- Suturing
- Central-Line insertion

PROFESSIONAL EXPERIENCE

Emergency Room Nurse Practitioner

Feb. 2019 - Present

Providence Alaska Medical Center - Anchorage, AK

- Emergency Department Level II Trauma Center –
 - Main ED, 30 hours a week, and Fast Track, 20 hours a week.
 - Independently care for patients in the ER.
 - Work closely collaborating with physicians to provide medical services in a 400-bed inpatient hospital and 46-bed ER.
 - Assess, diagnose, and manage illness, injury, and acute exacerbation of chronic disease.
 - Triage, critical medical decision-making, and transferring care based on patient status.

Family Nurse Practitioner (*locum assignment through Wilderness Medical Staffing*)

Nov. 2018 – Feb. 2019

Hillside Family Medicine – Anchorage, AK

- Primary Care
 - Work independently to provide primary medical services at a major outpatient clinic.
 - Perform the complete health history and physical exams.
 - Assessment of patients and examination, initiating treatments and plan of care, minor surgical procedures, prescribing medication, and education for children and adults.

Took time off for back surgery

Aug. 2018 – Oct. 2018

Nurse Practitioner

Jan. 2015 – June 2018

Franklin Park Urgent Care Center – Spokane, WA

- Urgent Care
 - Evaluate, treat and/or triage patients to emergent care when appropriate.
 - Order, conduct, supervise, and interpret diagnostic and laboratory tests.

Emergency Room RN

July 2010 - Dec. 2014

Nomad Health – Spokane, WA

- Emergency Department Level III Trauma Center – Main ED and Fast Track

EDUCATION

2013-2015 **Gonzaga University - Spokane, WA**
Master of Science in Nursing, Family Nurse Practitioner

2010 **Eastern Washington University – Yakima, WA**
Bachelor of Science in Nursing, RN

LICENSURES

- **ANCC Board Certified** (Lic #XYZ)
- **Alaska Nurse Practitioner** (Lic #XYZ) – Expires 5/2022
- **Washington Nurse Practitioner** (Lic #XYZ) – Expires 7/2022
- **DEA** (AK Lic #XYZ) – Expires 5/2022
- **DEA** (WA Lic #XYZ) – Expires 7/2022

CERTIFICATIONS

- **BLS** - Expires 10/2021
- **ACLS** - Expires 12/2021
- **PALS** - Expires 10/2021
- **ATLS** - Expires 6/2021
- **NALS** – Expires 11/2021
- **Emergency Nurse Practitioner Certification (ENP-BC)** – Expires 2/2022
- **Rural Telehealth Certificate Program (RTCP)** – Expires 11/2022

ADDITIONAL RELEVANT SKILLS AND EXPERIENCE

- Volunteer Medical Mission – Loja, Ecuador

May 2008 – Aug. 2008

REFERENCES

Dr. Richard Kelly, DO

Direct Manager, Feb. 2019 - present

Providence Alaska Medical Center Emergency Department - Anchorage, AK

Email: rkelly@providenceak.org

Cell: (555) 906-5555

Dr. Carl Haws, MD

Physician, Feb. 2019 - present

Providence Alaska Medical Center Emergency Department – Anchorage, AK

Email: chaws@providenceak.org

Cell: (555) 903-5555

Caroline Tait, NP

Former Direct Manager, Nov. 2018 – Feb. 2019

Hillside Family Medicine – Anchorage, AK

Locum assignment through Wilderness Medical Staffing

Email: caroline.tait@hillsidefamilymedicine.com

Cell: (555) 833-5555

Robert Lucas, MD

Direct Manager, Jan. 2015 – June 2018

Franklin Park Urgent Care Center – Spokane, WA

Email: robert.c.lucas@franklinparkugc.com

Cell: (555) 856-5555

Dana Foley, NP

Colleague, Jan. 2015 – June 2018

Franklin Park Urgent Care Center – Spokane, WA

Email: dana.t.foley@franklinparkugc.com

Cell: (555) 856-5555

OR:

If you do **not** yet have available references that have agreed to be a reference for you, you may say: “References available upon request.”