



BC Centre for Disease Control  
An agency of the Provincial Health Services Authority



BCCDC Public Health Laboratory

# The Do's and Don't of CV Development

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# Conflict of Interest: Nothing to declare

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## Acknowledgement:

Dr. Chris Lowe

Medical Microbiologist

St. Paul's Hospital, Vancouver, BC



**ST. PAUL'S HOSPITAL**

PROVIDENCE HEALTH CARE

# Objectives

- Create an appropriate Cover Letter
- Identify an appropriate CV format and be able to populate key headings
- Avoid major pitfalls in preparing a CV

# Purpose of the CV

- Quick summery/overview of who you are, your experience, expertise and skillsets.
- First screen before interview
- Think about what the reader wants to see
  - *Is the format appropriate, clean, and mistakes free?*
  - *Is the content clear and easy to follow?*
  - *Is the content targeted to the job/field?*
  - *Are you using a recognizable/mandatory format?*
  - *Is the presentation professional?*
- CV highlights in the Cover Letter

Some employers may spend as little as 45 seconds skimming a résumé before branding it “not of interest”, “maybe” or “of interest.”

[BI Business School](#)

# Cover Letter

- Don't just summarize your CV
- 1 page (2 page max)
- 3 paragraphs
  - Intro and why you are applying
  - Highlight yourself!
  - Thank you and next steps

1) KNOW THE JOB YOU'RE  
APPLYING TO

2) TAILOR THE COVER  
LETTER AND CV FOR THAT  
POSITION

# Getting started

- Identify a template:
  - CommonCV vs University CV
- Keep a “MASTER CV”
  - Comes in handy during your career
  - Allows for purpose specific CV’s
- Think about format, and style
  - Keep it clean and professional

Hint:

Keep a folder with “everything”, decide later, update at least annually.

# Formatting

- Standardized/Consistency
- Font, structure, layout
  - Make it easy for the reader to review
- Concise (relevant information only)
  - Bullets rather than paragraphs
- Length – as long as it needs to be
  - Avoid empty spaces or adding 'filler'
- Lists in reverse chronological order

➤ Proofread, Proofread, Proofread



Resume not Autobiography

# Content and Format

- Be professional
- Fact-base, no embellishment – you will get caught!
- Annotations helpful
- Use “Action Verbs” to highlight your successes and what you’ve done

## Leadership Experience

### **Peer Educator**

2014-Present

McGill Career Planning Service (CaPS), Montréal, QC

- Meet with students to review and offer feedback on their CVs
- Organize classroom presentations to promote CaPS activities and services
- To date, peer outreach activities have resulted in a 10% increase in drop-in appointments



# University CV

- Unique for each individual institution
- Similar information, but different structure and detail requested
- For example (U of T):
  - Each publication or grant needs the role to be specified (Senior Author, Principal Author, Co-Principal Author, Co-Investigator, Collaborator)
- UBC templates:
  - <http://medicine.med.ubc.ca/resources/hr/faculty-appointments/>

# Basic information

- Personal/contact info
  - No need to provide personal details
- Education
  - Undergrad and onwards
  - Include CME courses (eg. PMI)
- Qualifications
  - LMCC and the CPSBC educational license count
- Work/Employment
- University appointments
- Provide dates

University of British Columbia Curriculum Vitae for Faculty Members			
Date: _____			
Verification Initial: _____			
1.	SURNAME:		FIRST NAME:
			MIDDLE NAME(S):
2.	DEPARTMENT/SCHOOL:		
3.	FACULTY:		
	JOINT APPOINTMENTS:		
4.	PRESENT RANK:		SINCE:
5. POST-SECONDARY EDUCATION			
(a)			
	University or Institution	Degree	Subject Area
			Dates
(b) Title of Dissertation and Name of Supervisor			
	Title of Dissertation	Supervisor	
(c) Continuing Education or Training			
	University or Institution	Rank or Title	Dates

# Teaching

- Types (Undergrad/MD/Post-Grad)
  - Clinically integrated teaching
  - Teaching without patient care (ie. Courses, seminars)
  - Other lectures (eg. CTU noon rounds)
  - Supervision of theses
  - Continuing Medical Education
  - Visiting Lectureships
  - Course/Curriculum Development
- Trainees supervised

*Important for initial  
academic level and  
future promotions*

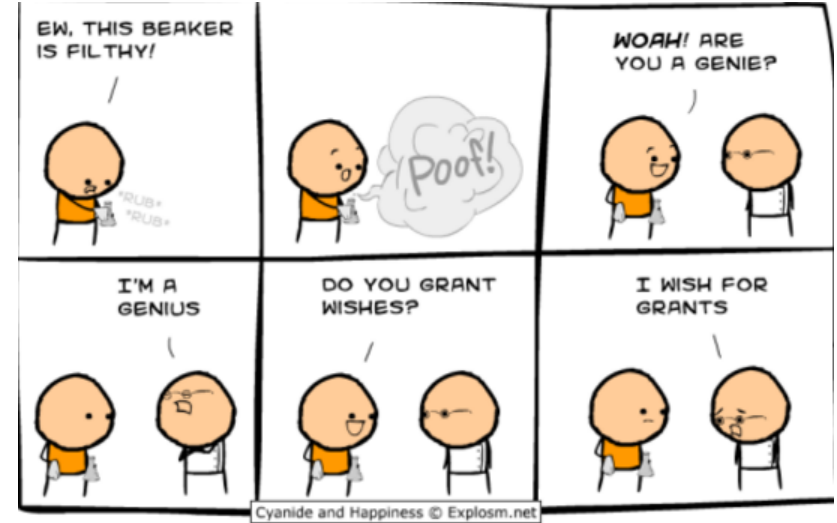
***NO EXCUSES!!!***

# Teaching

- Start a teaching dossier
  - Evaluations (save all of them)
  - Collect peer evaluations of your teaching
- Balance of teaching responsibilities
- Document everything!
  - Hours of teaching (AHD, PALS, seminars, rounds, etc)
    - What type of session? How many in attendance? How long was the session?
  - Informal teaching (track number of medical students or residents on service)

# Scholar

- Research Grants
  - Competitive?
  - Principal investigator?
- Invited Lectures
  - E.g. Conferences
- Conference Participation
  - E.g. AMMI Associate Committee



*Don't forget to provide dates/ranges for activities listed.*

# Service

- University
- Hospital/Health Authority
- Community
- Editor/Reviewer
  - List journals and dates
  - No need to list specific manuscripts reviewed
- Annotations optional but may be helpful

## Examples:

Infection Control Standards  
Committee

Antimicrobial Stewardship  
Subcommittee

[insert service] Patient Safety &  
Quality Committee

AMMI/CACMID committees

Provincial working groups

Regional working groups

Residency committees (eg. MM RTC)

Promotions committees

Royal College Committees

Working Groups

# Awards

- Scholarship
- Teaching
- Service
- Other
  - Eg. travel grants at conferences


❖ Consider relevance and appropriateness to the job



**Jia Lynn Yang**  
@jialynnyang

Follow


LinkedIn page of Trump foreign policy adviser Papadopoulos lists Model UN as credential.  
[linkedin.com/in/gpapadopoul...](https://www.linkedin.com/in/gpapadopoul...)

**Research Analyst**


American Hellenic Institute  
June 2008 – August 2008 (3 months) | Washington D.C. Metro Area

My responsibilities included monitoring legislation and congressional hearings, attending briefings at various think tanks, and liaison with Congressional offices. I also conducted research on issues affecting U.S.-Greece-Cyprus relations, prepared memoranda, and drafted letters to the Legislative and Executive Branches of Government.

▼ 1 recommendation

**Nick Larigakis**  
President at American Hellenic Institute

I give George my highest recommendation. He is very thoughtful, has excellent communication skills; and is very good at research. He will be a great asset to any employer. View 4

**Honors & Awards**

**U.S. Representative at the 2012 Geneva International Model United Nations.**

Selected by the U.S. State Department as a top five finalist to represent the United States at the 2011 UNESCO Youth Forum in Paris, France.

Key note speaker at the 2008 American Hellenic Institute Foundation Conference.

# Publication Record

- Essentially ***everything*** you have ever published
  - Refereed publications (manuscripts and conference proceedings)
  - Non-refereed publications
  - Books, patents, media (eg. interviews, TV/radio shows), copyrights
  - NCBI submissions
- Include works in submission and works in progress (and degree to which they are finished)
- Indicate your contribution:
  - Identify your position in the author list.
  - Indicate contribution to the work
  - Annotation is always valuable

## PUBLICATION RECORDS

### Authorship Statement:

- |                              |  |
|------------------------------|--|
| <b><u>Bold Underline</u></b> | - trainees under my direct supervision |
| <i>Italic</i>                | - My doctoral Supervisor               |
| <b><i>Bold Italic</i></b>    | - My postdoctoral supervisor           |

### Key to my contribution:

- FA - First Author  
CA - Contributing Author  
SA - Senior Author





The screenshot shows the Canadian Common CV login interface. At the top, there is a header with a red maple leaf logo and the text "Canadian Common CV" and "www.ccv-cvc.ca". Below the header is a navigation bar with links: "Français", "Home", "Contact Us", "Help", and "Login". The main content area is titled "Common CV Login" and includes a timestamp "2016-06-23 14:52 EST". There are two input fields: "\*Username" and "\*Password". To the right of each field is a link with a question mark icon and the text "Forgot Username" and "Forgot Password" respectively. A "Login" button is located at the bottom right of the login area.

- Primarily for submissions for research grants, funding, scholarships or awards
  - Eg. CIHR, NSERC
- Similar structure to the UBC CV but does not replace it

# Common CV

- Increased focus on research contributions
  - Academic/Research work experience
  - Past research funding/grants
  - Teaching activities primarily for research, MSc, PhD and post-doc students
- Most Significant Contributions
  - Publications list, but also presentations, interviews, books/articles/magazines, intellectual property

# Key Points About CV

- Use the correct format
- Make it readable
- Update often
- Keep a master
- Document everything
- Save records
  - Certificates of completion, attendance, etc.
- Annotate
- Keep it relevant.
- Proof read for spelling and grammar!
- ❖ Submit on time!



