

ADVICE ON CV WRITING - DR UMESH PRABHU, SENIOR CONSULTANT PAEDIATRICIAN

1. Always type your CV
2. Use common fonts, size 10-12
3. DO NOT USE ALL BOLD OR CAPITAL
4. DO not use lots of Italic
5. Write CV, which matches the job you are applying
6. Always have a personal statement at the end - brief, concise and precise - what do you want to do and how this job is going to help you to get there.
7. Don't waffle and bore the person who reads it
8. Don't over sell or under sell yourself
9. Be economical with the truth but don't lie
10. Make sure there are enough gaps in between the lines so that one can read it quickly (we get 100 applicants/job now)
11. DO NOT USE COLOURED PAPERS OR COLOURE FONTS - Looks good on the
12. Screen but dreadful when you print is black and white.
13. Do not scribble with the pen (don't be Lastminute.com in life)
14. Headings (If you can fill it)
 - Personal Details
 - Qualifications
 - Current Job
 - Previous experience
15. Courses attended or conducted - APLA, ATLS, BLS or any other Research, Audit, Publications, Presentations, Management/Administrative skills.
16. Other qualification - IT, Research methodology, ethics, MBA, Law Degree
17. Aspiration/personal statement.
18. References

: Best of Luck:

By Umesh Prabhu.