

## **In addition to Umesh's excellent framework, here are few more tips**

1. Use a serif font (one with tiny curly bits on the letters) such as Times New Roman, Palatino for the main text of your CV. Use a sans serif font such as Arial, Tahoma, Verdana for the headings and subtitles.
2. Avoid underlining to highlight the sections. Use bold or small capitals for this purpose. Keep use of italics to minimum, as they are not easy to read.
3. Make sure that the columns in the CV are justified.
4. If the rules allow, enclose a covering letter (preferably in your handwriting if it is good enough!) giving a personal touch. This is especially useful if the application is by a form rather than a CV.
5. Try to show a 'thirst' for learning rather than demonstrating 'competence' in pediatrics, especially if applying for a first job in the UK.
6. Avoid using the adjective 'most prestigious college/institute' for your college of postgraduate studies. Very few indeed are, and the word has been abused a lot in the CVs recently.
7. Be prepared to talk about your research and publications at interview if you mention them in the CV!
8. Rather than just listing your extra-curricular interests, add a short paragraph about your achievements in them or how they help your personality, eg: relaxation (music), creativity (cooking), facing challenges (mountain climbing), voluntary work (community projects).
9. Be innovative! The CV that doesn't follow the set pattern is likely to attract attention. One example: Why not start your CV with a personal statement about who you are, where you want to be and why?
10. Keep your CV up to date. Nothing is worse than sending out a CV that misses out on your last 6 months. If you couldn't be bothered about keeping your CV up-to-date, the selector will assume that you don't keep your knowledge and practice up-to-date either.

Hope these helps. May be Lakshman can set up some areas on the website under CV writing, interview skills etc which we all can contribute to.

**By Sanjeev**

**Best of Luck**

**WRITING A CV – GUIDANCE FROM DR SANJEEV DESHPANDE, CONSULTANT NEONATOLOGIST**