DeakinTALENT MEDICAL INTERN CV GUIDE

You will be required to use a standardised template to build your CV. The CV template provides the overall structure and sets out the information required from a candidate. The completion of the CV is aimed to provide flexibility in its completion and enable you to use your initiative, judgement and communication skills to tailor your individual responses. Although there is no correct way to complete the CV template, this guide provides some general advice for completing the template.

Four Steps to an Effective Intern CV

1: Follow instructions from PMCV

- There is no page limit for the CV but candidates are encouraged to be succinct and to only include relevant information.
- Including a photo is optional. Attach a photo that shows your face clearly, preferably smiling. It does not have to comply with passport photo rules.
- Treat the CV like a form and do not delete/change any headings/sections. It is acceptable to add rows to existing tables so that information lines up correctly.
- Although there is no page limit for the CV, you are encouraged to be succinct and only include relevant information.
- Ensure your CV document is saved in Word or PDF format, and only use standard numbers and letters to name your CV file. Do not use symbols, accents or punctuation marks in the naming of your CV as health services may not be able to open the document. The CV must be 2MB or less in size.
- Refer to the PMCV Intern Site.

2: Self-assess

- Start with a simple brainstorming activity to identify what you have to offer a potential employer.
- Use a Word doc or sheet of paper to make a comprehensive list of your education, work experience (paid and volunteer), extra-curricular activities, publications, language skills, study abroad experiences, technical skills, memberships, certifications, courses, projects, awards, interests and achievements. Create a comprehensive list, you can edit later.

3: Develop and tailor your CV

- Start by reviewing the DeakinTALENT Medical Intern CV Example provided.
- Now that you have a comprehensive list of what you can offer an employer, start filling out a CV template.
- Use the content in this guide to help you develop your CV.

4: Critique, edit and proof-read

- Start with a thorough self-review. Read over each section carefully. Ensure you have carefully tailored your CV. Double check that you have clearly conveyed the relevant education, experiences, skills, and accomplishments that you are wanting to emphasise.
- Use the DeakinTALENT CV Checklist for Job Applications (included at the end of this guide) to help you self-review.
- Submit your CV to DeakinTALENT's Job Application Review service.

Read the Position Description/Website for Each Hospital

The what

A position description provides you with important and specific details about a role. Details will typically include a combination of; key duties and responsibilities, rotations on offer, selection criteria (in the form of online questions), organisational values, and role location. Position descriptions may vary in length and complexity.

The why

A position description and hospital/health service website helps you understand the position and organisation and determine if/how you are suited. It also helps you tailor your CV and cover letter to suit the employer's specific requirements. A tailored job application will help you to stand out and you will achieve better job search results.

From the employer's perspective, a position description ensures they receive applications from candidates best suited to the role, making their screening process more targeted and efficient (i.e. applications that don't align to the position description will be rejected first).

The how

To read a position description (and/or job advertisement):

1. **Identify who is advertising:** When you find a job advertisement online (whether through the PMCV site or the hospital/health service's recruitment page), identify the contact person's name and telephone number - this is who you should contact if you have any specific application questions.
2. **Pinpoint the essential/desirable requirements:** Read a position description in detail so you can understand the application requirements. Ensure you read the PMCV site in addition to the hospital's career website as sometimes there are points of difference.
3. **Take note of key statements/words/phrases:** For example, does a hospital refer to its patients as clients? The words you use in your application need to match the words the employer is using in the position description or on their website.
4. **Consider the tone that has been used:** The tone used in a position description will give you an idea of the hospital/health service's work culture. You might choose to use a similar tone in your application, but always ensure a strong level of professionalism.
5. **Are there specific instructions?** In addition to your CV and cover letter, are there any other documents you need to include (e.g. academic transcript, document addressing the key selection criteria, online questions)? Have they specified a word/page limit? Are there details included for how to submit your application? Are there instructions included such as 'only attach in PDF format'. It is essential that you follow any instructions specified. Not doing so may mean immediate rejection.

Write Accomplishment Statements

The what
Effective CVs use bullet points in the experience section(s) to provide concrete examples of your capabilities, achievements, and successes. These are known as accomplishment statements. The most convincing accomplishments are measurable. Everyone has accomplishments gained through day-to-day activities in roles, it's just a matter of pinpointing what they are.

The why
When reading you CV, the first thing the employer or recruiter wants to know is how you are going to bring value to their organisation. Listing only duties, tasks, and/or responsibilities results in a generic, vague resume that is ineffective in distinguishing you from other applicants. Instead, accomplishment statements assist the reader in understanding the value you can create and therefore increase the reader's attention as they don't just say that you have done something, they say how you have done it.

The how
To develop your accomplishment statements:

1. **Brainstorm:** For each position on your resume (paid employment, internships, volunteering, extra-curricular), write down any accomplishments, contributions or achievements that come to mind, even if they seem insignificant (you can edit later). To get you started, think of a time when you have:
    o Increased profits/participation
    o Prevented an issue
    o Protected against a hazard
    o Developed a new procedure
    o Reduced costs/errors/conflict/loses
    o Provided new resources
    o Improved quality/teamwork
    o Solved a chronic problem
    o Anticipated a need/problem/opportunity
    o Found an easier/cheaper/new solution
    o Created something from scratch
    o Received an award/acknowledgement
2. **Use the 'APR' structure:** Once you have completed your brainstorming exercise, turn your accomplishments into high-impact accomplishment statements.
    o **A = Action:** What was the action you took? What skills did you use? Choose an action verb that best describes your approach. Use present tense when describing current experiences and past tense for previous experiences.
    o **P = Problem/Project:** What was the problem/project/task/challenge you were faced with?
    o **R = Result:** What was the result/outcome of your actions? Quantify/qualify where possible.

Example accomplishment statements

An example when a result is quantifiable:
A - Coordinated +
P - three fundraising events for local shelters +
R - which raised more than $8,000 and greatly improved community awareness.
An example when a result is not quantifiable:
A - Developed +
P - strong relationships with management and team members +
R - contributing to a cohesive and productive team within a customer service environment.
An example that includes transferrable skills:
A - Communicated effectively +
P - with all customers across a range of demographics +
R - receiving excellent feedback from management for client relations.

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Use Action Verbs

Customer Service / Sales / People

Addressed	Arranged	Articulated	Clarified	Collaborated	Communicated	Consulted
Contracted	Convinced	Corresponded	Created	Defined	Developed	Discussed
Dispatched	Distinguished	Drafted	Edited	Explained	Expressed	Formulated
Helped	Identified	Incorporated	Influenced	Interacted	Interpreted	Interviewed
Involved	Joined	Led	Listened	Motivated	Negotiated	Observed
Obtained	Outlined	Participated	Persuaded	Presented	Promoted	Proposed
Reconciled	Recruited	Referred	Reinforced	Reported	Resolved	Responded
Sold	Specified	Spoke	Suggested	Summarised	Translated	

Leadership / Management

Accelerated	Achieved	Administered	Advanced	Analysed	Appointed	Approved
Assigned	Attained	Chaired	Considered	Consolidated	Contracted	Controlled
Coordinated	Decided	Delegated	Developed	Directed	Earned	Eliminated
Emphasised	Executed	Expanded	Handled	Headed	Hired	Hosted
Impacted	Implemented	Improved	Incorporated	Increased	Initiated	Led
Managed	Moderated	Motivated	Navigated	Orchestrated	Organised	Overhauled
Oversaw	Planned	Predicted	Prioritised	Produced	Proved	Recommended
Recruited	Regulated	Reorganised	Replaced	Restored	Restructured	Reviewed
Saved	Scheduled	Secured	Spearheaded	Streamlined	Strengthened	Suggested
Supervised	Surpassed					

Creative

Abstracted	Acted	Adapted	Combined	Composed	Conceptualised	Created
Customised	Designed	Developed	Devised	Directed	Displayed	Drew
Entertained	Explored	Formulated	Founded	Generated	Illustrated	Imagined
Initiated	Innovated	Integrated	Introduced	Invented	Launched	Modified
Painted	Perceived	Performed	Photographed	Planned	Published	Shaped
Shared	Solved	Visualised	Wrote			

Data/Numbers

Administered	Adjusted	Allocated	Analysed	Appraised	Assessed	Audited
Balanced	Budgeted	Calculated	Conserved	Corrected	Decreased	Detailed
Determined	Developed	Estimated	Extracted	Forecasted	Managed	Measured
Planned	Prepared	Programmed	Projected	Qualified	Reconciled	Reduced
Researched	Retrieved	Solved				

Technical

Adapted	Applied	Assembled	Automated	Built	Calculated	Computed
Constructed	Converted	Debugged	Designed	Determined	Developed	Engineered
Fabricated	Installed	Maintained	Operated	Overhauled	Printed	Programmed
Rebuilt	Rectified	Re-designed	Regulated	Repaired	Replaced	Restored
Solved	Specialised	Standardised	Upgraded	Utilised		

Teaching

Adapted	Advised	Benchmarked	Briefed	Clarified	Coached	Communicated
Conducted	Coordinated	Counselled	Decided	Developed	Empowered	Enabled
Encouraged	Evaluated	Explained	Facilitated	Focused	Guided	Individualised
Influenced	Informed	Initiated	Instilled	Instructed	Invented	Motivated
Persuaded	Shaped	Simulated	Taught	Tested	Trained	Tutored

Research

Analysed	Clarified	Collected	Compared	Compiled	Conducted	Critiqued
Decided	Detected	Determined	Diagnosed	Documented	Evaluated	Examined
Experimented	Explored	Extracted	Extrapolated	Formulated	Gathered	Hypothesised
Inspected	Interpreted	Interviewed	Investigated	Measured	Observed	Organised
Perceived	Published	Researched	Reviewed	Scanned	Searched	Solved
Studied	Summarised	Surveyed	Synthesised	Systematised	Tested	Wrote

Organisation

Approved	Arranged	Classified	Coded	Collated	Compiled	Corresponded
Distributed	Facilitated	Filed	Generated	Maintained	Monitored	Operated
Ordered	Organised	Prepared	Processed	Provided	Purchased	Recorded
Registered	Reserved	Responded	Reviewed	Scheduled	Submitted	Updated

Include Transferrable Skills to Strengthen Your CV

The what

Transferrable skills are 'portable' skills and abilities that are relevant and helpful across different professions and areas of life. You will already possess many transferable skills such as organisation, critical thinking, teamwork, technical skills, adaptability, communication and so on. Transferrable skills continue to be developed and strengthened through employment/volunteering/leadership/extracurricular activities.

The why

Transferrable skills can be used to position your past experience when applying for a role, even if the role is in a different industry or sector. Employers value people who demonstrate strong transferrable skills and will look for evidence of them in an application and at interview. As such, it is important you are self-aware and can identify and provide examples of transferrable skills you have developed.

The how

Consider skills you currently possess that are transferrable. Each person's transferable skills will vary, however to get you started, some common sought after transferrable skills included below.

Communication
• Tailoring content of a message to meet the needs and interest of the audience • Conveying messages in a clear and concise manner in language appropriate to the receiver • Using active listening skills including appropriate body language, reflecting back, being attentive and acknowledging • Checking understanding of the audience and adapting the message and tone accordingly
Planning and Organising
• Setting priorities for tasks in order of importance • Establishing goals and organising work by bringing together the necessary resources • Practicing and planning for contingencies to deal with unexpected events or setbacks • Foreseeing problems and issues and revising plans accordingly • Establishing alternative courses of action, delegating effectively, organising people and prioritising the activities of the team to achieve results more effectively
Teamwork
• Understanding the goals of the team, dealing honestly and fairly with others, showing respect • Listening to others' views and considering them when making decisions • Contributing to the team, communicating openly and shows willingness to discuss problems/issues • Supporting other team members and working collaboratively rather than competitively
Management and Leadership
• Communicating a shared vision in a clear and concise manner and ensuring that all individuals understand what is required and the part they play in achieving it • Leading by example, displaying self-belief, building confidence, inspiring commitment and promoting belief in an organisation • Making decisions by taking into account the differences among team members and the strengths each member brings • Ensuring the respective strengths of team members are used in order to achieve the teams overall objectives
Empathy and Sensitivity
• Having the capacity and the motivation to positively embrace others' perspectives and to treat with understanding • Being aware of others' feelings and reactions and takes time to understand them • Interpreting non-verbal cues such as facial expressions and other subtle expressions of body language • Being patient, giving others time to express themselves fully
Professional Integrity
• Taking responsibility for actions, showing a willingness to admit to mistakes and taking steps to minimise risks

- Having confidence to challenge others who are breaking ethical guidelines and takes steps to address the situation
- Avoiding conflicts of interest and following guidelines on reporting when breaches occur
- Adopting a policy of honesty and openness when dealing with colleagues, clients, patients and relevant to the profession

Initiative

- Ability to work independently and to complete tasks without constant supervision
- Having the capacity to spot an opportunity to improve a process without being asked
- Acting quickly to address a crisis situation drawing on appropriate resources and experience with similar situations
- Identifying the likelihood of a problem arising and taking action to minimise the impact

Adaptability

- Demonstrating a willingness to try new approaches
- Adjusting priorities, changing behaviour and responding with new approaches as needed to deal with a new or changing demand(s)
- Maintaining effectiveness in the face of challenges and change
- Performing efficiently among continuous change

Problem Solving

- Formulating alternatives, evaluating options and comparing the risks and benefits of each and the impacts on others
- Developing solutions that address the root cause of the problem and prevents recurrence
- Incorporating originality into solutions

Networking

- Using professional and personal networks to generate and develop new and mutually beneficial partnerships
- Identifying and referring to areas of common interest as a means of deepening relationships
- Striving to gather information to further relationship building
- Further developing relationship through the use of regular contact and personal meetings

Research Skills

- Conducting experiments or gathering and analysing information and data.
- Gathering information, visualising and solving complex as well as simple problems with the information available

Technology

- Using IT/programs to complete tasks and carry out responsibilities as required
- Developing digital literacy and gaining proficiency levels with different software and programs

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Select and Include Referees

The what
The PMCV has a centralised referee collection and distribution process using a standardised Referee Assessment Form. Ensure two Referee Assessment Forms are completed by the specified date.

The why
The information your referees provide is used by the employer to validate/reinforce what you have said in your application and during interview(s). What your chosen referees say about you can determine whether or not you are offered the position. Referees checks are therefore a critical part of your job search process.

The how
To select and include referees:

1. **Select two referees:** Consider your referee selection carefully. Your selected referees should ideally have direct, recent involvement in observing your medical practice for at least 1-2 years (whether in a hospital, general practice or community setting), and know your clinical abilities. Each selected referee will need to be able to complete the sections included in the referee form. It is strongly recommended that your selected referees are from two different rotations and two different specialities. To assist you in selecting your referees:
   - **Recommended:** Consultants/Medical Practitioners or General Practitioners who are Fellows of an Australian medical college, or Clinical Deans/Clinical Sub-Deans (or equivalent) of medical faculties. You can nominate a referee from overseas provided they have supervised your clinical practice. It is preferable for Australian graduates to nominate referees who are based in Australia.
   - **Not recommended:** Registrars (as they are not accepted by all health services), and Research Supervisors (as they do not supervise clinical practice).
2. **Obtain referee information:** The following details will be required for each referee:
   - Title
   - Full name
   - Phone number
   - Email address (Note: only one email address may be entered for each referee. However, if you need to change your referee's email address you can do so by contacting PMCV on computermatching@pmcv.com.au)
   - Position Held
   - Hospital/health service where referee is currently (primarily) employed
3. **Submit referee details:** Enter the details for your two selected referees into the 'Referee Support' section of your account on the matching website. To gain access, you will need your candidate ID.
4. **Referees receive and complete form:** Once you have submitted the details for your two selected referees, they will each automatically receive an email with a unique link to the Referee Assessment Form for completion. Encourage your referee to complete the comment section as this is highly valued by many health services.
5. **Viewing access is provided:** Hospitals/health services you have nominated as a preference will have access to the reports completed by your referees after the closing date for CPL submission.

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SECTION	CONTENT	v1
☐ **PERSONAL DETAILS**	☐ First name, middle/other name and surname (with preferred name in brackets if relevant). ☐ University student number and PMCV candidate number. ☐ Residency status ☐ Photo sized 40mm x 50mm, showing head and shoulders only, plain background, professional looking, can be smiling.	
☐ **DRIVING QUALIFICATIONS**	☐ Driver's licence circled. ☐ International driver's licence circled and dated (if relevant.)	
☐ **CONTACT DETAILS**	☐ Home address, including street number, street name, suburb/city, state, postcode. ☐ Phone number (xxxx xxx xxx). Can use mobile for both home and mobile number. ☐ Professional email address.	
☐ **ENGLISH LANGUAGE SKILLS**	☐ Complete details if required for IELTS, OET, NZREX, PLAB	
☐ **EDUCATION AND QUALIFICATIONS** ☐ **SECONDARY EDUCATION**	☐ Qualifications listed in reverse chronological order (i.e. most recent degree first working backwards). ☐ Start and end dates for each qualification (recommend including both month and year). ☐ Full, correct title of qualification (including specialisation/major if applicable). Title in bold is recommended. ☐ Full, correct name of university/institution. ☐ Location (suburb and state if in Australia, city and country if international). ☐ Noteworthy achievements and experiences listed below using concise bullet point format (e.g. scholarships, academic awards, WAM average, study exchanges/tours, leadership roles, student societies).	
☐ **CLINICAL PLACEMENT**	☐ Listed in reverse chronological order (i.e. current or most recent position first working backwards). ☐ Start and end dates for each position (must include both month and year). ☐ Full, correct name of the hospital. ☐ Location (suburb and state if in Australia, city and country if international). ☐ Number of days, weeks or hours. ☐ Ward, rotation or specialty area. ☐ Upcoming placements included. Date formatted e.g. Month Year (Proposed). ☐ Written in neutral language (i.e. no personal pronouns such as I, we, me).	
☐ **EMPLOYMENT HISTORY** ☐ **VOLUNTEERING HISTORY**	☐ Listed in reverse chronological order (i.e. current or most recent position first working backwards). ☐ Start and end dates for each position (must include both month and year). ☐ Full, correct name of the organisation. ☐ Full, correct position title. Title in bold recommended. ☐ Location (suburb and state if in Australia, city and country if international). ☐ Written in neutral language (i.e. no personal pronouns such as I, we, me). ☐ Bullet point statements focused on skills and results (opposed to tasks) – use the formula: *Action verb + Problem/Situation + Result/Outcome* for each. ☐ Bullet points tailored to highlight experiences and skills that relate to the role and industry and ordered according to relevance.	

SECTION (CONT'D)	CONTENT
☐ **ACHEIVEMENTS AND AWARDS**	☐ Listed in reverse chronological order (i.e. current or most recent position first working backwards). ☐ Start and end dates for each position (recommended both month and year). ☐ Full and correct award name. Titles in bold recommended. ☐ Bullet point briefly explaining what the award/achievement is (if relevant).
☐ **RESEARCH, PUBLICATIONS AND PRESENTATIONS**	☐ Listed in reverse chronological order (i.e. current or most recent position first working backwards). ☐ Titles in bold recommended. ☐ Start and end dates for each position (recommended both month and year). ☐ Honours projects, publications and thesis included (if relevant). ☐ Research projects are documented using academic referencing (if relevant). ☐ Presentations, including those for course work included (if relevant.)
☐ **LEADERSHIP ROLES AND EXTRA-CURRICULAR ACHIEVEMENTS**	☐ Listed in reverse chronological order (i.e. current or most recent position first working backwards) **OR** divide into subheadings such as 'Leadership Positions', 'Mentoring', 'Conferences', 'Professional Memberships', 'Professional Development', 'Extracurricular', etc. Titles in bold recommended. ☐ Start and end dates for each position (recommended both month and year). ☐ Full and correct professional body name, membership type and dates for all professional memberships. ☐ Full and correct title and organisation names for all courses and certifications. ☐ Written in neutral language (i.e. no personal pronouns such as I, we, me). ☐ Bullet point statements focused on skills and results (opposed to tasks) – use the formula: *Action verb + Problem/Situation + Result/Outcome* for each. ☐ Bullet points tailored to highlight experiences and skills that relate to the role and industry and ordered according to relevance.
☐ **PERSONAL INTERESTS**	☐ Interests included are explained to highlight relevant skills and experiences, e.g. work/life balance, ongoing commitment to the community, cultural awareness, etc. ☐ Formatted to ensure each experience stands out (bold, dot points, etc.). ☐ Can be written in a more personal tone using more informal language. Personal pronouns (e.g. I, we, me) can be used.
☐ **NON-CLINICAL REFEREES (IF APPLICABLE)**	☐ First name and surname. ☐ Relationship to you. ☐ Dates indicating the period of your relationship. ☐ Phone number (landline: xx xxxx xxxx **OR** mobile: xxxx xxx xxx). ☐ Email address.

LANGUAGE | PRESENTATION AND FORMATTING

LANGUAGE

- ☐ Spelling and grammar is accurate throughout the document. Ensure specific attention to correct capitalisation. (Recommend consistent use of UK opposed to US English).
- ☐ Content can be easily read and understood on fast review. Sentences are short and use plain English.
- ☐ Abbreviations and acronyms are only used when necessary and defined in the first instance before being used throughout.

PRESENTATION AND FORMATTING

- ☐ Bullet points are used and no lengthy paragraphs are included.
- ☐ Graphics, tables, photos, borders, colour, icons, borders, banners **SHOULD NOT BE INCLUDED.**
- ☐ Content is balanced and avoids excessive white space or cramming.
- ☐ Font:
  - ☐ Font style is easy to read (e.g. Calibri recommended).
  - ☐ Font style is consistent throughout.
  - ☐ Font size is consistent throughout (10-11 for content).
  - ☐ Highlighting is consistent throughout (e.g. use of capitalisation, bold, italics, underline).
- ☐ Alignment:
  - ☐ Margin width is consistent.
  - ☐ Spacing and alignment is consistent throughout (e.g. spacing between sections, headings, dates).
  - ☐ Bullet point style and alignment is consistent throughout.
- ☐ A professional file name is used. (Recommend 'First name Surname CV.pdf').