

CV Writing Advice

- It is important to recognise that your first impression to a prospective employer is through your CV. Therefore it is imperative that all information stated is correct, and accurate in terms of dates, positions held, and all relevant training and education.
- At CFar Medicals, our consultants will individually check over your CV, and offer any necessary amendments which are required. We have vast experience in formatting and checking CV's, therefore we are well equipped in terms of ensuring that your CV is truly reflective of your skills, experience and training.
- The following points indicate what must be included in your CV:
 - Full Name.
 - Address.
 - Contact details: Number/Email address are often an easier way for people to make contact with you.
 - Personal Statement: Brief reflection highlighting your suitability for the role in question and relevant achievements.
 - Education/Training: Clear information relating to dates/Institutions/Course Title and Qualification.
 - Employment History: The following information must be up to date including dates/Job Title/ Employer/ Comprehensive documentation of Roles & Responsibilities/Information about your Current Employer (for example: Number of Hospital Bed, Patient numbers). This compliments your job description.
 - To finish your CV, you must address that References are available upon request. If you wish to list your referees, you can do as prospective employers will not contact without your consent.