**Your name & qualifications**

**Curriculum Vitae**

*(Do not duplicate if you have a cover page)*

**Personal Details**

|  |  |
| --- | --- |
| First Name |  |
| Family Name |  |
| Nationality | *(include details about leave to remain)* |
| Address |  |
| Telephone |  |
| Email |  |
| GMC Registration |  |

**Academic Qualifications**

(*Write your qualifications – most recent first. Don’t forget to include PLAB. Explain overseas qualifications, eg. Equivalent to MBChB)*

*Dates Qualification Institution (remove these headers after)*

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**Prizes and Distinctions** (*delete if none*)

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**Personal Profile**

*(Who are you? What sort of position are you looking for? Why do you want the job? Why should they pick you? Include your strengths and future goals. You must explain any career gap by stating that you arrived in the UK as a refugee and have been studying English or PLAB etc. This is your chance to sell yourself. If it is badly written, then the employer is unlikely to read on. Be accurate and honest - bear in mind that you may be asked to explain more at interview)*

**Clinical Experience**

*(You may wish to summarise your experience to date, particularly if you have had many attachments or jobs. Draw attention to particularly relevant activities. You need not list every single activity from the dawn of time)*

**UK Clinical Experience**

*(Include clinical attachments here – most recent first)*

*Dates Post/Role Institution (remove these headers after)*

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**Overseas Clinical Experience**

*Dates Post/Role Institution (remove these headers after)*

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**Clinical Skills**

*(Can be included if you wish, depending on the post you are applying for. List the practical skills you can do unsupervised and those you can do with supervision. State if you have achieved the competencies in the foundation curriculum if applying for FY2/ST jobs.* [*www.foundationprogramme.nhs.uk*](http://www.foundationprogramme.nhs.uk)*. If this list is very long, then write a summary and consider adding the list to the end as an appendix)*

I can perform the following unsupervised:

* Basic life support
* Cannulation

I can perform the following with supervision:

* Lumbar puncture

**Courses & Training**

*(Only include relevant courses such as Advanced Life support. Do not include PLAB revision courses. Think carefully before adding things from a long time ago and explain training from abroad. Provide brief explanation if it is unclear. If you had a supervised attachment or secondment in a specialist area, consider including in Clinical Experience.* ***Do not*** *include exams that you have failed, but you may include exams with results pending. It may be useful to include appropriate courses or training you have booked for the future as it demonstrates your commitment to education)*

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**UK Additional Experience**

*(Include anything like volunteering**for your community, health education work, health care assistant work etc that has not already been covered – delete if not applicable. You may prefer to consolidate with the following sections if you have little to add rather than having a short sentence in each.)*

**Teaching**

*(Delete if not applicable)*

**Audit & Research**

*(Delete if not applicable. Dates and publications. Describe your level of involvement. Most recent first)*

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**Management**

*(Delete if not applicable)*

**Additional Skills**

*(Eg. Computing skills, languages, ECDL, touch typing. Do not write ‘I can use email and the internet’. If your skills are minimal then leave this out and consider improving them! If you can speak 5 languages, this may be something to enter in your personal profile if relevant)*

**Other Interests**

*(Only include hobbies if they are something impressive or a great talking point at interview, otherwise delete this section. If you have strong academic interests, consider including them earlier in personal profile or clinical experience)*

**References**

*(Referees must be appropriately qualified, easily contactable and able to comment on your skills relevant to the job applied for. Do not reference family members. Two good referees are required, and always ask before using someone. Give them a copy of your CV to review too)*

*Name Job title & contact details (delete these headers after)*

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