

## How to write your CV?

### Full Name

#### 1. PERSONAL INFORMATION

- Gender
- Date of Birth
- Nationality
- Languages
- Address
- Contact info *use a professional email address, something like [first name]+[last name]@gmail.com*

**2. PERSONAL STATEMENT** your personal statement is a short, 50-100 word paragraph about your professional and educational career, and it goes right on top of your CV (optional)

#### 3. WORK EXPERIENCE *start with your most recent and work your way back*

**Year** Assistant Registrar, Hospital Name, Ministry Of Health, Kuwait.

**Year** Internship Year, Hospital Name, Kuwait Institute of Medical Specialization, Ministry of Health, Kuwait.

#### 4. EDUCATION *include GPA/honors if relevant*

##### *Medical Training:*

**Year** Degree ( M.D.), College name, University, Country.

**Year** Degree ( BMedS. ), College name, University, Country.

##### *Continued Medical Education:*

*e.g. UpToDate Certificate*

**Year** Successfully passed Exam #1 with a score of **000**

## 5. MEDICAL COURSES / CERTIFICATION

**Year** Course Name / Certification, Institute, Country.

**Year** Course Name / Certification, Institute, Country.

## 6. CONFERENCES

**Year** Role: Delegate/Attendee/Organizer  
Conference Title, Specialty, Organizer, Country.

**Year** Role: Delegate/Attendee/Organizer  
Conference Title, Specialty, Organizer, Country.

## 7. ELECTIVES

**Year** Specialty, Department, Hospital, Country.

**Year** Specialty, Department, Hospital, Country.

## 8. RESEARCH

### *Published Paper*

**Year** Authors, "Title".

### *Ongoing Research Projects*

**Year** Authors, "Title".

### *Poster Presentations*

**Year** Authors, "Title".

## 9. PRESENTATIONS/TEACHING EXPERIENCE

**Year**                      *Presentation Title/Description, Institute.*

## 10. VOLUNTEER ACTIVITY

### *Campaigns*

**Year**                      Role:  
*Campaign Title/Description, Organizer.*

**Year**                      Role:  
*Campaign Title/Description, Organizer.*

### *Humanitarian Trips*

**Year**                      Role:  
*Campaign Title/Description, Organizer.*

**Year**                      Role:  
*Campaign Title/Description, Organizer.*

## 11. PROFESSIONAL MEMBERSHIPS

**Year**                      Head/Member of Association/Society

**Year**                      Head/Member of Association/Society

## 12. EXTRA-CURRICULAR ACTIVITIES / INTEREST / HOBBIES

## ADDITIONAL NOTES:

- Set one-inch margins on all four sides of your CV to maximize the white space between sections.
- Go for 1 or 1.15 line spacing between text, and double line spacing after subheadings.
- Pick one font for your entire resume, and stick with it. We recommend Ubuntu, Roboto, or Overpass.
- Use 11-12 pt font size for normal text and 14-16 pt for section titles or headers.
- Use bullet points to describe your responsibilities & achievements for all your roles, projects, or volunteering experiences.
- Check if wherever you're applying have specific requirements.
- There are so many online templates: "Canva" has good ones.

The typical *curriculum vitae format* is:

- *Contact information*
- *Personal statement*
- *Work experience*
- *Educational history*
- *Skills*
- *Other optional sections*

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