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CV & Cover Letter Guide by Doctor Shaene

Hi

My name's Shaene and I'm a recently qualified doctor and neuroscience supervisor at Cambridge University. I've put together this step-by-step Guide and pre-formatted CV Template to help you craft your very own professional CV and cover letter. This is in fact the CV template I use and has helped me secure places in competitive programmes at both Cambridge and Harvard University. This will hopefully save you a lot of time and also give you the confidence that your CV and cover letter is set to be exceptional. I wish you all the best with your applications 😄

If you have any ❓questions, 💌 drop me a message on 📸 Instagram (@doctorshaene) or 🎙️comment below. And, if you'd like to read the 🖊️written blog post on this, please visit 📌www.askcamdoc.com.

Let's be buddies👏

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👨‍⚕️**Who am I?**

My name's Shaene and I'm a 🏥Junior Doctor in Oxford, 🏛️a Cambridge Uni grad and 🧠neuroscience supervisor. I produce content about medicine 🏥, study tips📚, productivity🕐, science🔬 and life🧗 .

📺**What's my YouTube channel about?**

I use my channel to share advice and information for students about medicine, study tips📚 & productivity⏰. I also VLOG 🎥 my life as a junior doctor👨🏽‍⚕️.

I also give more detailed advice to those at medical school🏥 and those applying to medicine🏢. These videos have a "askCamDoc" logo on them to make it easy to find.

❓Who's it for?

Students📚, medics👨🏽‍⚕️, science fans🔬this is a place for you!

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⚙️Overview of CV Structure

Your CV is a document that highlights your relevant experiences for the role/job that you're applying for. It needs to be written and structured professionally and needs to convey this information clearly and quickly to whoever is reading it. To do this, I'd recommend structuring your CV into 4 chunks: **Introduction, Academia, Industry and Excellence.** Now, let's dive in a bit deeper and look at what to include within each chunk.

Introduction

1.Name and contact details.

2.Summary.

Academia

3.Education.

4.Research Experience.

Industry

5.Employment History.

6.Positions of Responsibility.

Excellence

7.Awards.

8.Professional Development.

🤝Introduction

1.**Name and contact details.** Right at the top of the CV, your name and contact details should be clearly presented.

2.**Summary.** Include a small paragraph (no more than a few sentences) that tells the reader what you're all about. This is your 2 sentence attention-grabbing segment that'll encourage the reader to read on. So, this is no time to be humble. Sell yourself as the next big thing, but careful not to be too arrogant. Strike a fine balance.

🎓Academia

3.**Education.** Chronologically order your educational qualifications and achievements. Probably stop at GCSEs, can't imagine anyone caring or remembering SATs. This will be an evolving process where the highest qualifications will begin to supersede the oldest and lowest level ones.

4.**Research Experience**. Include a list of publications, presentations and research experience if you have any.

💼Industry

5.**Employment History.** Chronologically order employment or work experience. Now, if you're a student, chances are that this might me small section or maybe you have loads to talk about. In which case, prioritise the most recent and most impressive.

6.**Positions of Responsibility.** Include any key positions that you have held. For e.g. if you were your college's MedSoc President, Publicity Officer, a leader or key team-member.

👑Excellence

7.**Awards.** Chronologically order your awards and prizes. Again be sensible and pick the biggest ones. For example, international, national, university level, A-level and GCSE level prizes make the cut to be included. Probably leave out the prize you got at primary school for neatest handwriting.

8.**Professional Development.** List of additional professional skills, competencies and qualifications. E.g. special courses, emergency first aid qualifications, coding or software literacy etc.

📄 How to use the CV Template

The Word Document, that you have hopefully already downloaded (also FREE), is a pre-formatted CV Template designed to be attention grabbing. This is in fact the CV template I use and has helped me secure places in competitive programmes at both Cambridge and Harvard University. To use this, just replace my personal information with yours and fill in your relevant qualifications, employment, awards etc. This will save you a lot of time on formatting and design. After you've done this, read on to write your cover letter.

📝 Cover Letter

So, that's the CV sorted, now let's turn our attention to the cover letter. Firstly, what is it and how is it different from the CV and why should you include one.

- The cover letter is essentially a brief introduction about yourself, highlighting the most impressive things about you and clearly explaining what you're applying for and why.

- Whilst the CV is a more general document highlighting broader background information about yourself.

- So, the cover letter is specific, whilst the CV is more general.

- On top of that, the cover letter grabs the attention and the CV holds it.

- Here's what I means by this. Think of the cover letter as the thumbnail and title of a video and the CV as the content within the video.

- No one's going to know about the content of the video if the thumbnail and title wasn't enticing enough for you to click on it in the first place.

- Equally, if your cover letter isn't enticing enough then the chances of people viewing your CV is going to be a lot lower.

- So, what can we do to make the cover letter as enticing as possible but also a useful addition to your application?

💡 What to Include

The way to look at what to include in the cover letter is to think what are my highlights and best sellers and which of those are relevant for the role I'm applying to. For example, if I were applying for a teaching job, I'd want to mention how I have 3 years teaching experience supervising over 5 colleges at Cambridge University. You might be thinking, but Shaene you already mention this in your CV, aren't you just repeating yourself? This may be the case, but if I don't grab their attention with the cover letter, then they may not see what's actually in the CV.

⚙️Cover Letter Structure

Ok, so we've decided we need to include the job relevant highlights in the cover letter but how should we structure it? The structure should follow the format below and include an **introduction**, followed by the job-specific **highlights** and **background information**, ending with a nice **conclusion**.

🤝Introduction

Well the first 2 sentences need to introduce yourself, say who you are and what you're applying for.

> "Dear sir/ madam, I am a recently qualified doctor, soon to be working at the John Radcliffe Hospital and I am writing to enquire about undergraduate and clinical tutor roles at X College."

📌Highlights

Then deliver the highlights and your best-selling features that is relevant to the role you're applying for.

> "I have a wealth of teaching experience, most notably, over 3 years of experience as a neuroscience tutor and clinical supervisor at the University of Cambridge. During this time, I have supervised 5 colleges and over 50 students, whilst also founding a multimedia learning platform for medical students."

🔍Background

Provide brief content about your general background that you think is relevant and going to set you apart. For me, I chose my academic qualifications.

> "I recently graduated from the University of Cambridge following completion of the 6-year medical course. My outstanding academic performance during this time has earnt me a first-class degree, several prizes and scholarships."

♥Passion

Next, convey passion and desire for the job. Show that you want it and care about it. This'll be an easy way to set yourself apart.

> "Now, I'm beginning a new chapter as a foundation doctor at the John Radcliffe Hospital and am looking to pursue my passion for academia and education."

✌️ Conclusion

Then have a nice conclusion that clearly asks them to seriously consider you for the job.

> "I will be grateful if you would kindly consider my application to become a neuroscience or clinical tutor at your esteemed college. I have attached my CV and will be delighted to provide references from the Directors of Study here at Cambridge upon request. I look forward to hearing from you soon."

By following this guide, both your cover letter and CV together should set your application apart from the crowd. And remember to use the pre-formatted CV template and layout when creating your CV to save yourself a lot of time on design. If you'd like more advice on how to actually build up your CV then definitely check out this video or maybe check out this video if you're a student who wants to consider tutoring as a nice side hustle. I wish you the best of luck with your applications. But, that's it from me for today and I'll see you guys next time.