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# Personal details

Address

Telephone

Email

AMC/AHPRA details

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|  |  | Academic Qualifications List undergraduate and postgraduate degrees, graduate certificated, diplomas, masters, and PhDs.  If you are currently working towards something, and it is relevant, list is with an anticipated completed date (and note it as such). | |
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|  |  | | Clinical Experience List in chronological order, starting with most recent.  Include specific rotations / locations if relate to the job you are applying for. There is no need to list positions held pre-med (exceptions do apply to this, but almost always this is not required). |
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|  |  | |  |  | | --- | --- | |  | Research Experience List any publications, posters, presentations or other audits.  Be specific with details so the interviewer can look up abstracts / articles before the interview if desired. | | |

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|  |  | Teaching Experience Anatomy tutorials / peer tutorials  Undergraduate teaching |

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|  |  | Courses Attended List any additional courses specific to the job. |

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|  |  | Awards / Achievements List any standout awards or achievements, only since starting medicine. It is not needed to list anything from before medicine unless substantial. |

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|  |  | **Other**  Key activities and interests outside of medicine |
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|  |  | **Referees**  You should include two to three references (sometimes called a referee). Ask first; do not give out someone’s contact details without their permission. |
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**Remember:**

Preferably, your CV should be two pages long. Do not go over three pages. Use a minimum to 12-point font. Keep specifics to a minimum as you can always go into detail in the interview.

You should only include information which is relevant to the role for which you are applying. For example, if you are applying for an academic position, list teaching and research experience. If you are applying for a rural location, list previous regional or rural experiences.

You can use a different design template to this template, but ensure all the information this template instructs you to include remains.