

## Formatting your CV

*Below is guidance on how a potential MTI applicant can format their CV.*

Applicants should:

- Number each page
- Show your surname and initials at the top of each page
- Use bullet points
- Include a short description for each item

Applicants must make sure their CV is up to date and written in chronological order starting with their **most recent** work history.

Below is a suggestion on what should be include in an applicant's CV and the order the sections should be in.

Section	Detail
Personal details and contact information	Please make sure you put in your full name as shown on your passport.
Qualifications	List your qualifications
Employment history 1 - posts held	Starting with the most recent and working backwards, please provide: <ul style="list-style-type: none"> <li>- Post title</li> <li>- Dates you worked in the post – (from and to) DD/MM/YYYY</li> <li>- Was the post part time or full time</li> <li>- Institution name and location</li> <li>- Name of supervisor</li> <li>- Brief description of your duties and role in the post. Please include the level of supervision</li> <li>- Include specialist and non-specialist posts</li> </ul>
Internship/House Doctor	Please list the dates of your internship year and the duties you undertook
Employment history 2  -gaps in employment	Starting with the most recent and working backwards.  List any gaps in employment that span over 28 days and provide an explanation for these gaps.
Awards	List any awards you have
Research experience	Give a brief explanation of any research you have undertaken, or have participated in.
Publications	List your publications
Presentations	Give details of any presentations you have given. You may find it helpful to divide them up into international, national, regional and departmental to show their importance
Continuing Professional Development (CPD)	List your CPD activity in the last five years  For example <ul style="list-style-type: none"> <li>- conferences attended</li> <li>- Courses attended</li> </ul>
Audit and Quality Improvement	List and give a brief description of your audit and quality improvement activities.
Teaching and training	List and give a brief description of your teaching and training activities

experience	
Management experience	List and give a brief description of your management activities
Procedures	List the procedures you have performed.
Any extra activities	If there is anything else relevant to this application you can list it here
References	<p>Please provide us with three referees.</p> <p>Your <b>first referee</b> should be your overseas training supervisor, training programme director or equivalent. They should be a senior clinical oncologist, who supervises or supervised your training</p> <p>Your <b>second and third referee</b> should be a senior clinical radiologist, who supervises or has supervised you, and is in a position to assess your clinical, academic and communication skills.</p> <p>Please provide each referees <b>full name, title, hospital address, relation to you, email address, contact number</b></p>