

Communication Skills for Job Hunting

IDSA Fellows' Day 2011

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Outline

- I. Curriculum Vitae
  - a. Appearance
  - b. Content
- II. Cover Letter
  - a. Appearance
  - b. Content
- III. Phone Interview
  - a. Setting
  - b. Discussion
- IV. In-person Interview
  - a. First Impression
  - b. Questions
  - c. Last Impression

References

[www.practicelink.com](http://www.practicelink.com)

“Ace the Interview” by Marcia Travelstead

“How to Make the Most of Your Interview” by Lisa Vognild

[www.nejmcareercenter.org](http://www.nejmcareercenter.org)

“Writing Compelling Physician Cover Letters” by Bonnie Darves

“Interviewing Skills for Job-Seeking Physicians: How to Conduct Yourself Before, During and After the Interview” by Robert Kuramoto, MD

[www.acponline.org](http://www.acponline.org)

“Cover Letter, Resume, and Curriculum Vitae” by Patrick Alguire, MD

"How to Write a CV" by Annabeth Borg