# [NAME] QUALIFICATIONS

[Job Title]

## Personal Details

**Telephone Number**:   
**Email Address:**

**GMC Reference No***. (if applicable*): (*8 digit number)*   
**GMC Full Registration Date** *(if applicable)*: DD/MM/YY  
**Specialist Register Entry Date** *(if applicable)*: DD/MM/YY

## Summary

*Include your job title including grade and speciality, with a brief overview of your relevant experience and skills (no longer than a paragraph).*

## Education & Qualifications

*Start with your academic qualifications, e.g. postgraduate qualifications and your medical degree. Also include any membership exams, and if you are an oversees doctor, it is worth including any English Language tests.* **[Name of qualification] [MM/YY – MM/YY]  
[University/Awarding Body]**

**[Name of qualification] [MM/YY – MM/YY]  
[University/Awarding Body]**

**[Name of qualification] [MM/YY – MM/YY]  
[University/Awarding Body]**

**[Name of qualification] [MM/YY – MM/YY]  
[University/Awarding Body]**

## Employment history

*[N.B.] Limit employment history to 10 years, unless experience is relevant to the role you are looking for (e.g. UK experience if you are an international doctor). List most recent role first, and be sure to include the full name of the institution you worked for, dates and the grade and speciality you worked at.*

**[Role] at [hospital / practice] [start month/year] to [end month/year]**

* Include a maximum of 10 bullet points about your key responsibilities and achievements.

**[Role] at [hospital / practice] [start month/year] to [end month/year]**

* Include a maximum of 10 bullet points about your key responsibilities and achievements.

## Clinical Skills & Experience

Use this section to highlight your clinical skills and expertise, briefly explaining how you have demonstrated them.

[**Clinical Skill / Experience] [Date/s]**

* Procedures/operations completed and amount
* Procedures/operations completed and amount
* Procedures/operations completed and amount

[**Clinical Skill / Experience] [Date/s]**

* Procedures/operations completed and amount
* Procedures/operations completed and amount
* Procedures/operations completed and amount

[**Clinical Skill / Experience] [Date/s]**

* Procedures/operations completed and amount
* Procedures/operations completed and amount
* Procedures/operations completed and amount

## Management Experience (if applicable)

It is important to be able to demonstrate management experience, no matter what stage of your career as a doctor. List management experience with most recent first, e.g. supervising junior staff, committee duties, organising staff rotas etc.

**[Role] at [hospital / practice] [start month/year] to [end month/year]**

* Briefly describe your responsibilities

**[Role] at [hospital / practice] [start month/year] to [end month/year]**

* Briefly describe your responsibilities

## Courses / Workshops / Seminars Attended

*Use this section to showcase your continuing professional development, listing any courses or conferences you have attended.*

**[Course/workshop/seminar name]** **[Dates attended/ awarded]**  
[Course/workshop/seminar provider name and location]

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[Course/workshop/seminar provider name and location]

**[Course/workshop/seminar name]** **[Dates attended/ awarded]**  
[Course/workshop/seminar provider name and location]

## Research / Publications / Audits / Posters / Presentations (if applicable)

*Use this section to explain any research experience you have, if applicable.*

**[Topic, Location] [Dates]**   
[Supervisor name] [Source of funding]  
[Aims of the project, your role and final outcomes]

**[Topic, Location] [Dates]**   
[Supervisor name] [Source of funding]  
[Aims of the project, your role and final outcomes]

**[Topic, Location] [Dates]**   
[Supervisor name] [Source of funding]  
[Aims of the project, your role and final outcomes]

**[Topic, Location] [Dates]**   
[Supervisor name] [Source of funding]  
[Aims of the project, your role and final outcomes]

## Presentations / Posters / Publications (if applicable)

List any presentations or publications you have been involved with.  
  
**[Title] [Date]**[Location/Publication]

**[Title] [Date]**[Location/Publication]

**[Title] [Date]**[Location/Publication]

## Clinical Audits (if applicable)

**[Topic of audit] [Month/Year]**[Location/Institution]  
[Briefly explain your role and the guidelines audited against]  
**[Topic of audit] [Month/Year]**[Location/Institution]  
[Briefly explain your role and the guidelines audited against]

## Teaching Experience (if applicable)

*In a short paragraph, give an overview to your teaching experience. Then list specific examples below.* **[Role] at [hospital / practice] [start month/year] to [end month/year]**

* List audiences taught and methods used.

**[Role] at [hospital / practice] [start month/year] to [end month/year]**

* List audiences taught and methods used.

## References

*List a minimum of two referees (more is beneficial) who are able to comment on your performance in your most recent positions, including their name, and full contact details.*

**If at any stage you need assistance with your CV, please contact RIG Locums on 0800 690 6044 who will be happy to help.**