

# ACFAS Update

student resident



NEWS FROM THE AMERICAN COLLEGE OF FOOT AND ANKLE SURGEONS

## How to Write a Standout CV

A competitive job market demands that you put your best foot forward when applying for a position—and that starts with a strong curriculum vitae (CV). But how do you know if your CV has what it takes to make you a standout? Russell Carson, DPM, FACFAS, cohost of the ACFAS webinar, [“How to Write a Good CV,”](#) offers some helpful tips for creating a CV that will capture the attention of a potential employer.



**Russell Carson, DPM, FACFAS**

Dr. Carlson says easy reading and organization are key to a good CV. When you first begin to draft your CV, start with a heading at the top of the page that includes your full name, address, contact number and personal email address then add your information below it based on the following categories:

- Professional Experience
- Education & Training
- Licensure & Certification
- Research & Publications
- Lectures & Presentations
- Volunteer Experience
- Professional Memberships
- Awards & Scholarships
- References

“Any of these categories can be combined or omitted depending on the type of position you seek,” he notes.

He recommends keeping the CV between one and two pages (not including the cover letter) and to be mindful when listing events, such as conferences attended and job responsibilities, as these can add unnecessary length and turn off a potential employer. “Unless you attended a workshop to learn a new specific skill that could intrigue a prospective employer, don’t include annual academic conferences as part of your CV,” Dr. Carlson cautions. He suggests listing these items in reverse chronological order so employers can easily identify your most recent work and accomplishments.

Dr. Carlson also advises tailoring your CV based on each position for which you apply. “For example, if you’re applying for a position at a small private practice where billing, coding and community work are important, you would want to highlight the portions of your CV that appeal to that situation,” he says. “Similarly, if you’re applying for an academic position, you would want to highlight any research projects and publications that would be of interest to the institution.”

To ensure that an unprofessional appearance does not overshadow your CV’s content, Dr. Carlson suggests using a template with an easy-to-read 10- to 12-point font and a slightly larger boldface type for headings.

The references you include in your CV can make a big difference in helping you secure a job. Not only should your references be those you know well and trust, they should be able to paint you in a positive light and to speak to the attributes that set you apart from other candidates. They should be able to provide details about your current abilities and how well you function in specific situations. Dr. Carlson says it is always best to discuss your CV and the position you plan to apply for with a potential reference before including that person in your CV.

He also notes that a reference need not share the same medical specialty as you. “If you have a good working relationship with a vascular surgeon, orthopaedic surgeon or primary care physician, consider asking him or her to serve as a reference,” says Dr. Carlson.

Once your CV is in place, draft your cover letter, which should be no more than one page in length. Dr. Carlson says your cover letter should:

- clearly express your interest in a particular job
- highlight how your skills qualify you for the position
- demonstrate why you should be considered strongly over other candidates

Dr. Carlson recommends updating your CV frequently, even if you are not actively job hunting, so you do not risk neglecting important experiences that may differentiate you from other candidates when you decide to job hunt. “Any time you have a new publication, certification, volunteer experience, committee appointment, lecture, presentation or award, add it to your resume,” he urges. He adds that it is always a good idea to have an updated resume handy in case a hospital credentialing committee or professional organization requests a recent copy.

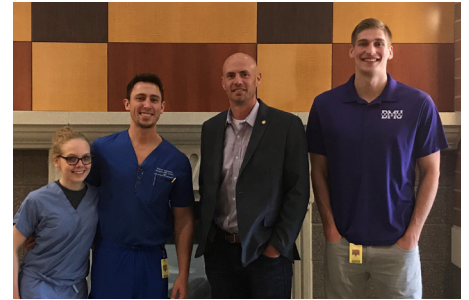
For more tips on how to make your CV a standout, contact Dr. Carlson at [rcarlson@qcora.com](mailto:rcarlson@qcora.com).



## DMU Student Club Welcomes ACFAS Board Liaison

Des Moines University's (DMU) ACFAS Student Club hosted board member Scott C. Nelson, DPM, FACFAS, at its April meeting. Dr. Nelson presented to club members on Achilles tendon trauma and surgical suture techniques then conducted a suture demonstration. "During the lab, students became proficient in suturing the tendon in a Krackow-type stitch for surgical repair. We reviewed indications and surgical pearls for the best patient outcomes," says Dr. Nelson. "We also had a frank and open discussion on fellowship opportunities and residency selection," he adds.

For more on ACFAS Student Club events and activities, visit [acfas.org](http://acfas.org).



## Class of 2017: Your PGY-1 ACFAS Membership is Free!



Congratulations, Class of 2017! Thanks to the Regional Divisions' support, your ACFAS membership dues for your first year of residency are waived (a \$120 savings), plus you receive member pricing on conferences, products and services.

Included in your membership is access to of *The Journal of Foot & Ankle Surgery (JFAS)* [online](#)

and through the [app](#), as well as members-only resources on [acfas.org](http://acfas.org), including free webinars, Scientific Literature Reviews and other educational opportunities.

Join now and receive an additional two months of membership, through September 2018. All you need is your Residency Director's signature on this [application form](#).

The Regional Divisions look forward to welcoming you to the College!

## Welcome to the 2017-2018 Student Leaders

Congratulations to the next class of ACFAS Student Club presidents! Each year, the ACFAS student surgery clubs located on all school campuses hold elections for leadership. The elected Student Club presidents are charged with maintenance of the club for the upcoming school year, including recruitment, scheduling activities on campus and in conjunction with ACFAS, and working with ACFAS staff and Board members.

### The 2017-2018 elected presidents are:

AzPod:	Kyle Schwickerath	Class of 2020
Barry:	Elizabeth Ansert	Class of 2019
CSPM:	Lance Hopkin	Class of 2019
DMU:	Zach Croy	Class of 2019
Kent State:	Britain Wetzel	Class of 2019
NYCPM:	Brent Blanck-Singer	Class of 2019
Scholl:	Michael Savisky	Class of 2020
Temple:	Anthony Samaan	Class of 2019
Western U:	Thomas Yates	Class of 2020

To view additional information or to contact your Student Club president, visit the [ACFAS Student Center](#).

## Read Scientific Literature Reviews

No time to keep up with the latest podiatric medical research? Check out [ACFAS Scientific Literature Review Monthly](#) for concise summaries of articles from leading medical journals. June's reviews include "Effect of Local Insulin Injection on Wound Vascularization in Patients with Diabetic Foot Ulcers," "Microsurgical Reconstruction of Traumatic Lower-Extremity Defects in the Pediatric Population" and many more.

Access the full archive at [acfas.org/SLR](http://acfas.org/SLR) or if you're a resident, learn how to [submit your own reviews](#).

