
PMCV INTERNSHIP APPLICATION

TIMELINE & CV

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Intern Match

2018 Match Information (Update: 21 May 2018)

REGISTRATION FOR INTERN MATCH IS NOW OPEN UNTIL 1 JUNE 2018.

[Business Rules](#)[Candidate's Guide](#)[Key Dates \(updated: 21 May 2018\)](#)[National Intern Data Audit - Flyer](#)[Reference Advice and Sample Form](#)[Standardised CV Template](#)[Standardised CV Advice](#)

comp cute baby baby animals



TIMELINE

Now – April:
Preparation

May:

PMCV portal
opens

- 2x Clinical Referees
- CV
- Preference list
- Cover letters

June:

- Interviews
- Preference list changes

PHASE ONE

■ Preparation: Now to April

Clinical referee	CV	Cover letters and interviews
<ul style="list-style-type: none">- Who: Consultants who you know loves you (MD3, research supervisor, CSC)- Ask early/strategically, face-to-face preferably, go through the form together- Ask or confirm before May!	<ul style="list-style-type: none">- Print it out and start filling it out now- Goal: No blank sections- Not so much about last minute doing, but about brainstorming everything you have every done	<ul style="list-style-type: none">- Visit or contact (rural) hospitals- Talk to interns at hospitals of interest- Career expo- ?Info sessions- Start a few drafts

PHASE TWO

- PMCV portal opens: May

Clinical referee	CV	Preference list	Cover letter
<ul style="list-style-type: none">- Reminder emails	<ul style="list-style-type: none">- Trim, highlight- Think about what quality each experience show →	<ul style="list-style-type: none">- 15/23- Decide on the “no”, adjust order in June	<ul style="list-style-type: none">- Decide on a structure- Appeal to them personally

PHASE THREE

- Interview
- Finalise preference list

CURRICULUM VITAE

PERSONAL DETAILS		PASSPORT PHOTO
Surname		
First name		
Middle/ Other name(s)		
University ID Number		
PMCV Candidate Number		
Residency Status		

<u>DRIVING QUALIFICATIONS</u>	Please indicate
Do you hold a current Australian or other driver's license?	Yes / No
If you hold a current driver's license from another country, do you intend to obtain an Australian License or International Driving Permit? If yes, please advise when.	Yes / No Date:

CONTACT DETAILS

CV – GENERAL APPROACH

- List all your achievements, then narrow down: 5-6 pages is a good number.
- Reverse chronological order.
- Succinct and clear description: 3 dot points max for each entry.
- Do not delete sections

PERSONAL DETAILS

- PMCV candidate number \neq medical intern pin number
- PMCV candidate number is the one to put in CV and cover letters in Victoria

ENGLISH LANGUAGE TEST

- Depends
- <https://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx>

EDUCATION AND QUALIFICATION

- Highlight Z-score or WAM if high

CLINICAL

- Current
- Core rotation
- Highlighted

CLINICAL PLACEMENT			
University of Melbourne Clinical Rotations			
Period	Organisation	Site	Rotation
February 2018 – present	University of Melbourne	Royal Melbourne Hospital	MD Research Project (Ophthalmology)
September – November 2017	University of Melbourne	Royal Women’s Hospital	Obstetrics and Gynaecology
June – August 2017	University of Melbourne	Royal Children’s Hospital	Paediatrics
April – June 2017	University of Melbourne	Royal Melbourne Hospital	Psychiatry
March – April 2017	University of Melbourne	Guardian Medical Highpoint, Maribyrnong	General Practice
February – March 2017	University of Melbourne	Royal Melbourne Hospital	Geriatrics, Rehabilitation & Palliative Care
February – December 2016	University of Melbourne	Royal Melbourne Hospital	Medicine, Surgery & Anaesthetics, Emergency Medicine & Ambulatory Care
Elective Placements			
Period	Organisation	Site	Rotation
January 2018	University of Melbourne	Centre of Eye Research Australia	Ophthalmology – research project
December 2017	University of Melbourne	Ballarat Base Hospital	General Medicine
December 2016	National Taiwan University	National Taiwan University Hospital	Endocrinology, Rheumatology
January 2016	Sun Yat-Sen University	Zhongshan Ophthalmic Centre	Ophthalmology

EMPLOYMENT HISTORY, VOLUNTEER HISTORY & LEADERSHIP ROLES

- Include all types of employment and volunteer experience of different length (you just need to fill in which year!)
- Committees (med or non-med!)
- Highlight roles and qualities if applicable

2014 – 2016	Head waitress <ul style="list-style-type: none">• Facilitated effective communication and co-ordination between hosts, kitchen staff and barista, and delegated primary roles each day to colleagues• Addressed customer complaints and managed interpersonal difficulties between colleagues• Mentored and formally trained junior waiting staff
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- Think about non-clinical referee (Eastern, some rural; other option: research supervisor)

ACHIEVEMENT

- Include all scholarship and highlight the criteria
- Can include attendance at conferences as well: “Delegate at xx”

RESEARCH, PUBLICATIONS AND PRESENTATIONS

- Reference style
- Publication: if not published, can say “manuscript in progress intended to publish in...”
- Presentation: If not presented, can say “intended to present at ...”

PERSONAL INTERESTS

- Anything that stands out
Professional musician/athlete/gamer etc.
Have kids
- Anything that shows people who you are: Be a bit specific

EVERYTHING WILL BE OKAY

- zixinh@student.unimelb.edu.au
- Plenty of time still
- You are not alone: Lots of people to support you or to go through this with you
- Could be a nice self-discovery journey

