
How to write a CV?

Why do I need to submit a CV?

We need to see your detailed experiences in order to determine whether or not your background matches current field needs. Applicant selection is done by Field HR in the MSF 5 operational sections within Europe, once the applicants have been validated by MSF Japan. These sections are running the field projects in Africa, Asia, the Middle East, etc. When they choose someone to fill a field vacancy they look at the CVs of all the candidates available for the vacant position, so your CV is very important when they compare you with other candidates from all over the world. If you don't describe clearly and in detail all of your skills, experiences and abilities in your CV, you may miss the chance to be chosen for a field position.

Which information does MSF need on my CV?

Writing a CV is not easy and can be time-consuming. However, it is worth spending time on this important document. There are many CV styles but each CV should always include details of what you have done as a professional and within your specialty, not only a list of education and work places. (We recommend that you search on the internet to find more tips on writing a successful CV.)

The minimum details you should include are:

• Name & Contact address:

Address, E-mail, phone and mobile phone number

• Education/Training:

Not only schools but also qualifications and any major areas of study. Include training courses. All should have dates.

• Professional experience:

Including names of organizations that you have worked for*; some details about the organization and an indication of its size; dates of employment (start & finish); job title; job responsibilities and what you actually did and achieved in some detail, don't miss the topics related to MSF work.

*It is usual to list your most recent experience first.

• Supervising and training staff:

In most MSF field positions experience supervising and/or training staff is important, so make sure you give details of any such experience.

• Volunteer experience:

Include volunteer and other NGO field experience (in Japan and overseas).

• Overseas travel:

Give details of this, particularly travel in developing countries.

• 2 References:

Provide us with the names and contact information of 2 people who can confirm your work history and experiences.

• Other things of interest:

Languages (written and spoken), computer skills, other qualifications (if any), hobbies etc.

• Length of CV:

Usually, this will be 3-5 pages. It is important to fully describe your skills and experience.

Please see the work experience examples below.

< Eg: Doctor >

Pediatrician AAA Hospital, Seoul, Korea, August 2002 - present

- Responsible for providing 30 to 50 consultations per shift in outpatient ward for 3 half-days a week.
- In charge of inpatients of pediatric ward (30 beds) and NICU (6 beds), performing medical examinations as a senior pediatrician.
- Supervised 5 junior doctors in pediatric ward.
- Organized and facilitated monthly study meetings for pediatric respiratory diseases since August 2002.

<Eg: Nurse>

BBB Hospital (350 beds) in Sapporo, Japan / Staff nurse at Surgical ward (40 beds), 1996 - 2002

- Supervised seven Registered Nurses and five Assistant Nurses as a shift leader for two years.
- Provided nursing care to surgical patients, completing pre- and post-operative procedures; including performing physical assessments, administering medications/IV fluids, and monitoring recovery progress.
- Gained practical experience operating and inserting Foley catheters and nasogastric feeding tubes; monitoring intake and output.
- Worked four to six night shifts per month in the Emergency Room for three years.
- Sub-leader of Infectious Control team (ten members in total) in the hospital for two years.

<Eg: Pharmacist>

APR/1998 - DEC/2004

- Work as a pharmacist at CCC Pharmacy, Vancouver, Canada (150 out patients per day) and was engaged in filling prescriptions and advising patients on taking medicines.
- Trained 2 junior staff per year and managed 3 pharmacists on a daily basis to monitor their quality of performance and evaluate them on a quarterly basis.
- In charge of stock management and supervised monthly, quarterly and annual inventory checks for all medicines and some medical equipment.

<Logistician>

DDD International Guest House, Tokyo Japan, 2/2003 - 5/2007 <General Manager >

Managed the International Guest House (100 rooms). Supervised accounting, advertising, facility control and building maintenance, sanitary supervision, claim processing, staff training, etc. Achieved full occupancy 2 months earlier than the company's target date. Maintained the high occupancy rate (90%) during entire term of office. Dealt with guests from 40 different countries, with varying language proficiencies.

Contact information regarding the field recruitment:

recruit@tokyo.msf.org

Field Human Resource dept, MSF Japan