



The official employment resource for the American Academy of Pediatrics

Job Search Tips I

Initial Preparation

In order to land the perfect job, you'll need a job-search strategy and an overall outline of the career path you want to pursue. These PedJobs tips will help guide you in the process. The more you can define what you're looking for, the easier it will be to recognize when the right position comes along.

Know what area of pediatrics you want to work in: patient care, research, teaching, administration, etc.

If you're interested in pediatric practice, what type of practice do you see yourself working in--a group practice setting, a staff-model HMO, another HMO model, an integrated delivery system, your own private practice, a hospital-based practice, or locum tenens?

Decide where you want to work and live.

Identify your strengths and weaknesses, passions, personality traits, as well as personal and professional goals. Many of these may have been identified throughout your educational program and work. Paying attention to them will play a significant part in helping you find satisfaction in your work.

References:

Abelson HT, Blewett L, Tunnessen WW. Career Planning for Pediatric Residents. *Pediatrics*. 2001; 107(5):e65.

Pediatrics 101: A Resource Guide from the American Academy of Pediatrics. Available at: <http://www.aap.org/profed/career.htm>. Accessed May 17, 2006.

Networking

Use the relationships you've built with people from college, medical school, graduate school, residency, training, and professional associations to learn about openings. Remember, the most desirable positions are often not advertised.

Acknowledge the value and importance of networking in a job search and strengthen your current web of contacts by letting people know you're looking for a job. Ask those individuals you know for names of people they know.

Approach people, such as attending physicians, who can benefit from your expertise and knowledge.

Use Web sites to learn about different organizations and identify potential contacts. Write letters to let them know you would be interested should an opportunity arise.

Blanket the physicians in the geographical area you're interested in with your CV.

References:

American Academy of Pediatrics Section on Medicine. Med-Peds Job Search. Available at: <http://www.aap.org/profed/career.htm>. Accessed May 17, 2006.

Curriculum Vitae (CV)

Develop a comprehensive Curriculum Vitae (CV) or resume—a summary of your work experience and academic activities, including teaching, research experience, publications, presentations, awards, honors, affiliations, and other details. The Document Management section on PedJobs allows you to upload documents like CVs, resumes, cover letters, and pdf files for use in your job applications. There is help creating a text CV too.

Review samples of strong CVs (a sample is available in the Job Portfolio).

Keep it simple and straightforward, and use a logical sequence of education and professional experience.

Make sure it is polished, error-free, and up-to-date.

In addition, create a cover letter and personal statement that describes the kind of practice you're interested in being a part of. Briefly outline your strengths and philosophy of medicine. This will help define the value you bring to the practice.