

# Dr. Elvira Montanez, MD

## Geriatric Medicine



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### Work Experience



#### Physician | East Forge Medical

*March 2022 to August 2025 (3 years, 5 months)*

- Supervised trainee physicians, which have increased in number annually by 30%
- Promoted health education to the public, leading to a 5% decline in severe flu cases in the community
- Improved efficiency by 30% by creating accurate and comprehensive healthcare records in electronic and paper formats

### Education History



#### Doctor of Medicine | University of Roseton

*Class of 2021*

- Awardee, Roseton Scholarship
- Awardee, Leadership Excellence Award



#### Bachelor of Science in Human Biology |

De Loureigh University

*Class of 2015*

- Cum Laude
- Best Thesis
- President, Biology Club

### Relevant Skills

- Hospice and Palliative Care
- Rheumatology
- Geriatric Medicine

### Volunteer Work and Affiliations

#### Member, Society of Hospice and Palliative Medicine

*2022 to Present*

#### Volunteer Physician Vaccination Drive, Lily River Children's Foundation

*2021*

# Resource Page

## Some tips for creating an effective CV

- You want your CV to have a link to your LinkedIn account and your portfolio site so recruiters can immediately see what you've accomplished.
- Add the logo of the companies you have worked in. Link their website or LinkedIn profiles too. Write a short description of what the company does if they are not well known.
- Remember to add how long you have stayed in a particular role. Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).
- When writing out your achievements and responsibilities for a job, it is ideal to follow this format: "I have achieved X by doing Y with a result of Z." Quantitative information is highly preferred.
- Only list skills you are confident in and are relevant to the job. You may also list specific software or tools that are important to the role.
- Adding your photo to a CV is optional. Photos help recruiters remember you, but there is a risk of unconscious bias.
- Adding volunteer work and other interests is optional. Information under this section may seem irrelevant but it can build rapport with recruiters.
- Do not crowd your CV. Feel free to use a second page, which usually features your educational background and other achievements and awards.
- Make sure the CV's design aesthetic matches the job you are applying for. For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.
- Having a list of references is no longer required in CVs. The same goes for a summary or objective section.

### What recruiters usually look for in a CV (in order of importance):

- Experience
- Role or Title
- Company's Credibility
- Results, Responsibilities, Achievements
- Portfolio
- Contact Information
- Skills & Relevant Software
- Educational Background
- Volunteering and Other Interests

### Important: Download your CV as a PDF.

Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.

