

July - August

- Work on CV and cover letter (may be helpful to have 2-3 mentors look it over)
 - Cover letter should include:
 - What you can bring uniquely as a candidate and what you've done to prove that (clear examples)
 - Try to focus on 2-3 major themes (Med Ed, research, QI, clinical work, global health, leadership etc etc)
 - Should be concise and to the point, one page max
 - Tailor cover letters to the places you want to apply (certain projects you want to join in on, patient population, curriculum or research opportunities, location, etc)
 - Sample organization:
 - First sentence: "I am currently a PGY-3 internal medicine resident at Stanford University, and am writing to you to express my interest in..."
 - Second sentence: "I am passionate about XYZ"
 - Second and third paragraphs: delve into solid examples of those passions
 - Last line: "On a more personal level, I have spent an extensive amount of time in INSERT STATE HERE during [training/partner works here/undergrad/grew up here etc] and I am committed to continuing my career in this state. Thank you for your consideration."
 - CV Advice
 - don't list routine activities: example "senior on wards"
 - don't list things that weren't a lot of time or you can't talk about during interviews
 - Avoid things pre-residency if it's not a huge part of who you are
 - include significant projects/research/awards
 - Talk about outcomes (how many patients seen/metrics of free clinic, outcomes from QI projects)
 - It's okay to list your references at the end of the CV
 - Have mentors send you examples of their CV for organizational purposes and examples of what to include
 - Advice on References
 - Try to get references from people who know you in a clinical capacity but also someone who knows your research/QI (if applicable)
 - Ask for their job title, daytime phone number, and email as some application portals or institutions want all of these data. You can use

hospital address as their address if needed. Get this all up front so you don't have to email them back later

- Ask early! Some references are busy and might not get back to you right away. You never want to list someone as a reference if they haven't formally said yes (even if you are quite certain they would say yes)
- Make spreadsheet on job contacts, email addresses, dates they were emailed, dates of interviews, etc.

Template:

<https://docs.google.com/spreadsheets/d/1gB-oAZalf5Py4sjNrxCbTSvQnLKER96PDxbBdZ6CUAk/edit#gid=0>

- Look at SHM contact list to figure out which programs are in the Bay Area and who the contact person is
- Identify people you want to be your references by mid-late August and email them with your CV and cover letter
 - This is to meet the UCSF 9/6/2020 deadline but most places do not ask for materials this early
- If applying to UC institutions, they may ask for a statement on contributions to diversity. Start thinking about how you would frame that.
- Rarely, an institution will ask for letters of recommendation. It is probably not necessary to prepare them beforehand in case you do not get asked to supply one at all.

September

- Email out your materials (or apply via portal) to the institutions you are interested in

Sample email template:

Dr. _____,

I hope this email finds you well.

I am a third year resident in internal medicine at Stanford. I am currently applying to hospitalist positions and I would appreciate the opportunity to be considered for a position at _____. I am very interested in your program and would love to hear more about it. I have attached my CV and cover letter here for your reference. Please let me know if I can provide any additional information.

Thank you for your consideration - I look forward to hearing from you!

Best,

NAME

- Await response! If no reply within 2 weeks time, re-email

September to October

- Phone interviews to learn about what positions are available and chat with Division Chief
 - Informal, usually 30 minutes long
 - Combo for getting to know you and getting to know the program/hospitals, share your vision going forward
 - Good time to ask questions and see if they're hiring
- Some actual interviews will also occur in late October

October - December

- Most formal interviews occur during this time
- Most places conducted Zoom interviews in light of COVID but some offered in person if that was desired (ValleyCare, VA, UCLA)
- Have a list of questions ready: expectations for procedures, nights, job description, break down of teaching and non-teaching (supported with APPs or alone), QI/research opportunities, etc
- Have a list of key things about yourself that or things you've done that you want to bring up no matter what

November - January

- Interview thank you email template:

Subject Line: Thank You - Hospitalist Interview

Dear Dr. ***,

Thank you so much for taking the time to interview me today. It was a pleasure hearing more about the group and position. The position seems like an excellent match for my interests. I am especially excited about the opportunities for ***.

Thanks again for your time and I really appreciate your consideration for this position!

Warm regards,

NAME

- Accept and negotiate offers! Discuss with your mentor or Dr. Kumar if you need assistance with this.
- Sometimes timing can be off (get a job offer but still waiting to hear back from other places) so always reach out to your mentors in this case to get advice on how to handle it. Most places will let you take some time (a few weeks) to respond.
- Negotiations:
 - Usually most places do not have much room for negotiation on salary but you can negotiate for more admin time (Operations work, QI, med-ed, etc)
 - Can ask about things like a signing bonus or education debt repayment