



PREPARING A CV FOR PRA-BC

When applying to the Practice Ready Assessment – British Columbia (PRA-BC) program, your curriculum vitae (CV) is a key component of your application as it demonstrates your eligibility for the program.

For a complete list of PRA-BC eligibility requirements, please visit our [website](#)

Start your CV by listing your contact details: your full name (make sure it matches your registration name); current address (city, province/state, country); telephone and/or mobile phone; and email address.

PROFILE/PROFESSIONAL OBJECTIVE (OPTIONAL)

- This section conveys your clinical, research, teaching, or academic ambitions.
- You can mention any special interests that you are interested in developing; include service development that you want to become involved in; your academic ambitions (research projects, teaching involvement, and at what level); and your leadership goals.

DEGREES, QUALIFICATIONS, and POSTGRADUATE TRAINING

- Write a concise list of your qualifications, starting with your undergraduate degree, medical degree, and postgraduate training (rotations completed; institution, city, country; exact date range).
- List your licenses and/or registrations in any jurisdictions (Canadian or international).

EXAMINATIONS

- List all examinations and/or certifications (e.g., MCCQE1, LMCC, ATLS, PALS) with their respective completion dates.
- List your exam scores. For example, your [English language test](#) scores in each component are required for the PRA-BC application.

PRACTICE READY ASSESSMENT (PRA) ATTEMPTS

- If you completed a PRA attempt, list the dates, jurisdiction, and result of that attempt.

WORK EXPERIENCE - CLINICAL

- For all work experience, list the following:
 - Dates (month and year)
 - Job title
 - Specialty/subspecialty
 - Hospital/employer name/group practice
 - Name of supervisor (if postgraduate/residency/internship training post or elective).
- Under each heading, describe your experience and proficiency.
- Please ensure that your work experience is listed in reverse chronological order with your most recent experience listed first.

TEACHING EXPERIENCE (OPTIONAL)

- Include all formal and informal teaching.
- Mention the type of audiences that you have taught (e.g., peers, nurses, GPs) as well as some of the key topics. List any formal training received and courses attended.
- If patient education is a large part of your job, include it in this section.

SCIENTIFIC or ACADEMIC RESEARCH, LABORATORY EXPERIENCE, and RELATED SKILLS (OPTIONAL)

- Indicate the year of each project, the title of your research, and a brief description of your role.

EDUCATIONAL/PROFESSIONAL HONOURS and AWARDS (OPTIONAL)

- Include the date of the awards, the granting organization, and the reason you were recognized.

PUBLICATIONS (OPTIONAL)

- The list should start with the title, authors (note your ranking on the authors' list), and date.
- Place the year in the left margin and the rest of the information on the right; or present each element on a different line for maximum readability. You could also separate your publications by category e.g., peer-reviewed papers, abstracts, case reports.
- If you have many publications – books, papers, thesis/dissertation – consider skipping some of the less relevant papers, abstracts, or cases. Your CV is designed to demonstrate how you meet the PRA-BC requirements. It is not a complete biography.

ACADEMIC or PROFESSIONAL PRESENTATIONS (OPTIONAL)

- List the year and the month of the publication, the title, and the authors.
- Prizes or awards should be included under this heading.
- If you have made many presentations, list them by type such as international, national, and provincial.

TECHNICAL and SPECIALIZED COMPUTER SKILLS (OPTIONAL)

- Do not mention skills that you have limited experience with.
- Include specialist software such as electronic medical record (EMR) software.

LANGUAGES (OPTIONAL)

- List all languages that you speak and write as well as fluency e.g., German - basic, French – fluent.
- If you speak several dialects, refer to them as a group such as “fluent in seven Hindi dialects.”

INTERESTS (OPTIONAL)

- Keep this section short and only include information that supports your career objective.
- Mention volunteer work and list your hobbies/extracurricular activities.
- Include your community involvement and mention travel/cultural experiences.

Not sure where to start? Click [here](#) for a sample PRA-BC curriculum vitae.