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Tips on Presenting yourself (CV, Cover letter, Interview, Clinical case)

Dr Konsoulova: Good evening, good afternoon, and good morning to all of you who are there. I'm happy to have the option and the possibility to share some related to medical oncology, I'm a medical oncology, but the topic of today's session will be how to present yourself, including some of the details, including CV, cover letter, interview, and clinical case discussion. I hope I will manage to find what I found as tips because there are some rules, there are some great advices, but what I would like to ask and share with you are the small tips and the small details that might be quite relevant. So, I'm gonna start the presentation with the first part, which is regarding the curriculum vitae or the CV. So, the CV comes from course of life, and there is an official definition that says about the written description of education, achievements and employment. And we all know that we use our CV, how to present ourselves, and to provide brief data on what we have done, what we are qualified for. And this is according to what we are aiming at. So, the CV is kind of a paper, kind of an ID, that shows not only the information that is inside, but also, the way we prepare, gives details about how we think. I've put on this image, which is quite as strong as colours, just to underline that the CV has a structure. It's not a simple sheet of paper, but it has several details that are listed starting, of course, from the name and the contact details, and the profile, giving several lines of what we do, who we are, what we can do, what is our experience, what is our previous achievements that we had, and what we have done so far. We have a small part which is about the core skills of what we are able because this is something that has to be introduced as qualities that we can use in order to gain the position or what we intend to do in our CV. We have some roles that we have done previously and we'll list them in the next structure of the CV. And then we add additional education, courses or qualification. These are details that are separated into different parts, but of course, it's not a universal form. And there are just several rules that are available to anyone. Whatever you had, you've just had the sheet on the paper, you start and you read with attention in the beginning, on the very top of the sheet. So, there is a rule that the first half, or the above two-thirds, are what is most important. And this is what the reader will look at. So, this should contain the most important information and the key-words that might be useful for the position that we're applying for. There is a rule, general rule, that says that it should not be very long. The CV is not a book about our life. It's ideally about two pages, giving the information that is intended for the one who reads the CV. We should use simple fonts, not with many colours. This is an example of many colours just to focus on the different parts. But normally, we use one and the same font. We use different bold or italic, just to separate the text in different bullets.

And what is important is, the CV should be easy to read. So, there should be some space between the bullets, in order to make it more easy, and more scannable for people who read it. There is a so-called two-page rule, when there is a long list of for example, three or four pages, we start with the first one. And what is, I really found this interesting, the information that is on the first page of the document, people who read it, they spend the same time to read on the second page. So, if we grab the attention from the very first page, it keeps us like a very good book that you want to read in details. And then, when you turn the next page, you also pay attention. Readers tend to look away, to drop the attention, the level of the attention drops after the second page. That's why the ideal length is about two pages, or two, two and a half. And afterwards, however, the time there is, no matter the time they look at the first or the second page, the time spent on the third page is always shorter. So, I found that interesting, and I've put some examples, for example, here, the different bullets, you can easily see the profile, the core skills, the career summary, it's some bullets that are grabbing our attention. And I imagine that this is what everyone reads first. We read the key-words in the separate bullets. I've put an example of a CV with the source that I've listed, of course, because we always need to cite when we use other works. So, this CV is an example, even if we cannot read the details, we can see that it's well written in different bullets, and that it's well-arranged and starting from top to down. We have two sheets on the left. We have the years that are easy to follow. And then, we have the text on the right. And in the very beginning, we have the contact details. So, this is easy to scan, easy to read. We have different white spaces. So, it's clearly readable and makes you easily find what you need and focus on the information you need. What is very important when people discuss and create, that's why there are different layouts that you can put a CV, your personal CV, that they have different sections. This separating with clear formatting, we can use bold and italic to easily separate what is kind of a list of years or achievements. And using headings and subheadings is very important because this really makes it easy to get the information you need. What is typical, we use the reverse chronological order in order to start with what's relevant and not what is less relevant further on. Because as we said, most of the time we focus on the upper part of the CV. That's why we call this F or E pattern just separate with different bullets so that it's easy to get the information you need. I found very interesting; people really work on this. It's not so much medical, but it's a logo when you apply for a job or a position. When you ask somebody who chooses by CV, reading a CV, and they have to say how much time they spend, they say about five minutes they spend, about, reading a CV, reading these two paper sheets. So, they say they focus on the time they read. And there is already a software who tried and tested this. And if you take a look at this picture on the right, what is in the most warm colours red, this is where people look longer time. Afterwards, the yellow is less time and the green is rapidly scannable. If you take a look, this is a software that follows the eyes, where the eyes look at. If you take a look, we rarely start looking from separate angles and we focus on where we look and we think that the information might be found. And you may be surprised, but when they discuss in details, and doing this experiment, before this, they were asked and they say five minutes. But after this, when people read this software and they see that recruiters or people who read, the reader of the CV, they spend about seven, eight seconds reading a page. It means that they have several seconds, they focus on job titles, on companies that we have worked, on dates, which is important because having worked in 10 places for two months, or for six months, it's different than two places for, for example, five years. And of course, on their education, which is on the lower end, the right part of this sheet, which means that we have several seconds to make an impression on the CV. It's not five minutes. It's really less. Of course, this is a way to take the CVs that will be considered later on. But it means that whatever, the one who reads the CV only sees very little. So, the well, the good structure of the CV will make it good, and will make it well-perceived by the one who reads. Of course, when we read the first thing, what we'll do, is find the mistakes, the typos or the spelling errors. Because if on a sheet of paper, you have 5 or 6 or 10 or more spelling errors, people will think that probably we don't know how to write, or we just don't care. And this speaks of the character of the one who wants to be called to an interview. So, reading several times the paper that we prepared before this and removing the typos, you can see if you work, if you seek a job, if there are typos, it increases almost by a half, the chance of reading the CV further. So, there should be no written or grammar mistakes in the CV. What is also

important when we read the contact details, this is something that we just scan initially, as you saw on the previous pictures, we just scan on the right top angle. But afterwards, when people have to turn towards the one who is on the CV, it's very important, the contact details. If there is no mobile phone, just a normal phone, or for example, if we provide a name of an email saying Dolly, or for example, Big Max, it's not quite good in contrast to, for example, I've used from the last weeks an example, clear names, first name and second name separated by a dot or a slash or together. So, the professional look of an email is quite important, of course, because this is a professionally looking document, so, the CV. What is interesting is that, as we said, people spend several minutes, and one of the things they focus on, on where you have worked previously. So, if you say, if you apply for a job in 2021, and your last job was two years ago, immediately, this will show a gap of your working. So, it means that probably you are jobless or you did not need to mention this. So, this is one of the reasons to prematurely get rejected. So, the scanning structure from the reverse chronological order with filling the gaps and showing the position that you're taking in is quite important. The scannable format, besides having the possibility to scan, there is a software that easily reads the papers and can separate, a software or a machine, the candidates who might not be eligible. We also make this easier to read because just organising improves the rating of a CV very much, more than 60%. And if you just don't change the content, just making it look good, we know what is inside matters, but the way it is presented in the package, it's quite important. So, these advices are given by a professional who are working for, they know, human resources specialists, and they know how to present things. So, mainly CVs, they give information, but they start with a professional statement, initially. All the CVs that had the example initially, there are several sentences in the beginning because this is the first what the reader will look. So, if we want to impress, if we want to make the reader go down and read further, this is how we want to convince them. So, this should be short, within several, only several seconds. Not one seconds, or four or five lines, but several sentences being really clearly stated, giving the information that we aim at, and this information is really focused toward the one who reads the CV, not the general information. "I'm a medical oncologist." No. This information gives the motivation for the reader to continue further. That's why it's on the very top, initially, of the CV. And we use words that are related to the intended job. We all have our sayings, our words that we use commonly in our daily life, but this is something that we have to use very specifically for the CV and the intended job or position. It should be short, declarative statements, something that is easy to be perceived, and it should be no longer than a paragraph, not a page or two, because this is only initially to grab the attention, not to provide all the information needed. I've tried to be probably a bit more provocative, but whether to have a photo on the CV? We all have this well, good-looking photo where we're fashionable, we're lovely with a good makeup. A photo might be attractive, but the photo does not only assess the person, whether they're beautiful or not. The photo gives a much of an information. You can see a lady who speaks to you, who gives you here some qualities that we all see, that probably this is somebody who is very decisive, staying well upright with open hands, not closed, and not shaking and not biting their fingers. So, you really see a photo. This is a photo of a film where the lady plays the president of the USA. This information of the same person is perceived in quite a totally differently. If you see this very lady looking like this, this is also a photo where you have different perception of the person, but it's a different photo. And again, the last photo will focus much more on other qualities of the person, the very same lady, but focusing much more on the feminine person of the lady. So, putting a photo on a CV is a great idea, but this great idea is if the photo is correct. So, appearance really matters for the CV. There are some similarities from different CVs. If you take a look of those two pictures, they're different, those are two different CVs starting with the name from the top, but there are so many words. They're structured somehow, but the white space in between, and you can see where the eyes were looking at, where the red is and where the yellow is, and most of the things that just scanning, green. So, the information you get from those different CVs is totally different. And this cluttered look makes it like easily to bypass what is qualitative as information. So, the reader will miss several things because he cannot focus on simple, clear message in the CV. And there are very little white spaces. The layout of the CV is very important because we said we should have clear headings and clear subheadings so that anyone can easily scan and then read what they need in the other parts of the CV. So, we need to

catch the eye and make it easier to perceive the information. And what is also very frequently done, because some of the CVs are read by software, there are many frequent uses of the keywords that are from the intended job, but this makes a fuss of many words, many things that might be missed because repeating several keywords or several messages does not make the information or the message from the one who wrote the CV stronger. So, it should be very clear, concise as presented in the context where it's needed. We don't repeat the same information in the different parts of the CV. We have many CVs, and we all construct our CVs in the very same way. But if you look where the arrow is, it points at the one that should be seen differently. So, somehow, we should stand out because the CV is only the very first parts that gets us further to a call, to an interview. So, the way we present things is clearly important, because there is something that I really found very nice, there is no second option to leave the first impression. So, just being well-structured and organised is clearly important because this is the first thing that the reviewer does, to get rid of what is not needed, to get rid of what is not of good quality. Even if the information we said it augments by 50%, from 40 to 60%, the way and the chances to get the CV read into the details. Frequently, we use the email, we set the social links and the social profile. We should only provide links to profiles that are related professionally. Some people tend to provide any detail available, even from personal profiles with photo, a family, children, and relatives, which when you have it in a CV probably is not the best idea. So, the links provided in the CV should be intended, and it should fit the way the CV is being constructed. We should not lie in a CV, saying that we've done more, that we know more, that we speak 10 languages and we speak them proficiently. Because the CV is only the first step. And if we pass this first step, afterwards, if there is a lie in the CV, it immediately makes us unavailable and makes it not a focus for the position that we're applying for. It's very typical that if there is an insider, somebody who can give us another tip, what is important for the company. Nowadays, everything is publicly available. So, an insider can help us being just presented before, they saying, I know this guy, he or she is saying that good words, because many people just have to stand out. And those people who work together nationally or internationally, they connect themselves. So, having a good word from somebody else might be also possible and good idea for the application. The next step is, where we prove what we do and what we have stated on the CV. So, in summary, we have our details. They should be up to date. They should be in a professional manner. The CV with the names and the mail and the social media that we've used. The fonts that we use should be clear. Somebody said that fonts that sound like names of children, Verdana, Arial, Helvetica are good example, and it should be clearly written. We don't fill every single space with Verdana 6 or 7, we should have the 20-point size with the left alignment so that we make it easily scannable for dates and for the information that's needed because this clear structure with headings, it somehow makes it easier to perceive the information. Again, pointing at the reverse chronological order, starting from what is most important, the first thing to be seen in the CV, and afterwards with strategic differentiation between bold, caps, italics and what is also needed. All the relevant information should be listed. We have information from the last 20 years in our CVs, but the relevant information for the position from the last years is what counts, most frequently matters. If we're linked to something, a webpage, a profile, we should be sure that it's relevant to the position that we're applying for. We only say the truth. And if there are some things that we don't want to say, we don't lie. There is always a way to say what is important and to list it in the CV. And we present it clearly with what is most important on the top and decreasing the attention on the going down, because we know this two-page rule, that the most of the attention is focused on the first, and then, on the second page. There are other things probably, I don't know, Simona, if there are some questions that are available, or if we move further on?

Dr Volovat: Not yet. So, I think that we can move further and see...

Dr Konsoulova: Okay. And we'll discuss later.

Dr Volovat: Of course.

Dr Konsoulova: Okay. So, the first part was the CV. Very frequently, there is a cover letter or a motivation letter or a letter of statement. So, this is an opportunity to give more information. So, most frequently, in a

page or two, to say why and what you want to say. This very frequently should be one page, and it should be together provided with the CV. So, we provide the CV, which lists the information, and we motivate our choice by providing this, we've called this cover letter, but whether it's a motivational letter or statement. It's also well-structured, there is a beginning and there are separate paragraphs. We start with a salutation. I'll come back to this salutation because it might be quite tricky. This is a professional greeter. We don't say, "Hello, I'm here!" We'll refer this cover letter to that particular person. And the way we say hello to that particular person is the first thing they read. So, it's very important. Afterwards, we start with an introduction, and this is the second sentence, the second part is in the opening paragraph, where we introduce ourself, and we state why we apply for the particular role. Further on, we prove, so, the introduction is what is the most important, and then, we describe into better details what we have done, what we want to do. What is our abilities, skills? What have we done until now to motivate and to back up our reason why we are applying for that particular position? After this, we always close by saying, "Hello," we speak to the person, and then we say, "Thank you." And then, we close. And this close is with a call to action because this is particularly dedicated to the one who reads it. And this call-to-action means what you expect from the one who reads the cover letter. What will they do further? This also speaks about the character, because if you expect something, then, you have very… having high expectations, it might be quite different for somebody who doesn't really expect much. So, this is also important thing. It depends on what we are aiming at. So, we start with the format. The good cover letter is to convince. So, it provides more information into the details. And that's why if you apply for a position, even if you don't look for other letters for this very same position, just read several letters online. Just to prepare this presentation today, I read several letters, and really, it's impressive how many rules they are, not only how to construct, but how people present their strength and the way they have their good skills to show them, not to show off, but you need to show people what you have as qualities, or education, or possibilities. So, it's very important. Read other cover letters or other motivation letters in the very same direction or even in another field. It's really helpful. Afterwards, when we start writing our own cover letter, we start initially with the details that we have, we summarise briefly our professional background, and we start with our motivation. What is important is the cover letter is an addition to the CV. So, the CV is the core and the first paper, the first documents that anyone reads, it's not a replacement. So, if you don't have a CV, you cannot write a book saying how many things you want to achieve. They should go together, the two papers, they go together. So, don't repeat what is clearly stated in the CV and use the space for something that might be an additional information that we did not have, a paragraph or place where to mention in the CV. A bad cover letter may ruin an application because the cover letter is something that we write. So, when the reader reads it, it's as if you speak to the reader. So, we have to be positive. We have to be open. And we have to be true to the one who reads it to sound true, and not to sound like we are in another universe, having our own ideas and our own perception. So, having a good cover letter is great, but the bad cover letter is definitely a problem. Just a small tip I've found really interesting, but if we create a matching cover letter and a CV, might look just nice. It's not obligatory because sometimes we have different forms. It's not necessary to be done, but if you take a look, it might be very close and people read it as somebody who has taken care to prepare two papers that look alike, and it might make somebody more prone to reading it better. Making a structure as the CV has initial contact details, further on we have the opening paragraph after the salutation, the body with several paragraphs, and then the closing photographs with the call to action at the end. And it relatively it looks like it, again, highlighted in different colours just to see the section. There are different lifts, but we remember what is the first thing we read is the upper part of the CV. So, dear sir or dear ma'am, we are starting from there after seeing the details. So, how to address? How to initially start? We give the information we want with the information that we are providing. So, we are saying the name, of course, the address or the phone that should be relevant. And we add a date. The date should be clearly stated because it's important when you wrote it. So, it includes the essential contact information. It includes initially the first name, of course, the three names, or some of the names, because there are countries where people have many names. So, the names are frequently the one who refers to you, we'll use the first and the second, or the first and the last name.

Afterwards, we give the details, as we stated, and then, we address the letter. We should not use this common quotation, dear sir, dear ma'am, we address it to the reader. So, nowadays we have, again, as we said, internet. If you apply for a position very frequently, we found that position on the internet. So, we know where are we applying for. What is the company. What is the department and what is the position that we're applying for? So, we can easily search for that information and find the person that we are referring to and refer to them by their name. We all know that if we say, "Dear reader," it's one thing, but if they say, "Dear Assia," it grabs the attention and it makes you look, and it makes readers more attentive. So, this is what we're doing on the cover letter. We address the person. If we don't know how to address them, we address them by their title and position and the name of the company they're working for. So, sometimes, it might be different, but we have, we don't use dear sir or madam, or we just search in advance and we then put the name that we have in. So, if there is no name, we have to have some official greeting, and this greeting might be dear ESO contact, or dear colleague, the one whom we are referring to, or To Whom It May Concern. It's much more, not particular, it's much more to the one who reads it, but it's an option if we don't have the person to read it, or we start more personally saying, "Dear department team," or, "Dear hiring manager," or, "Dear Professor that and that." Saying dear makes you look positive because this is respectful for the person who reads it. Of course, it's very important not only to address it to the right person, but to write their names differently. Now that I was presented from ESO, I know how different it might sound, my name, Konsoulova, for people who come from different countries. And now, the world has become a small place. So, we all refer to each other, we don't have the habit of the names. So, at least writing it correctly, it's very important because we know that if there are typos, this makes a problem. Write an attention-grabbing introduction. I did this slide on purple because you have this white field again saying there is no second chance to leave a first impression. And what I want is here to grab your attention. You all know where to look at because where the next text will be. But if you decide, you might guide the attention by adding something that's different, because giving too much information might give information that you don't want to share. So, giving the exact information from the very first moment is crucial. And don't say with that generic opening, "My name is Assia. I'm a medical oncologist from Bulgaria." We should give information, of course, information it's also clearly stated in the CV, but it's important the way we give it. So, we have to read it and be more motivated. And I've tried to think of an example. "My name is Assia and I have worked as medical oncologist; I am motivated to apply as I think it might be beneficial for the ESO team." It means that I have done my job in advance, and I want to apply because I have the qualities that I think the reader will look from me. So, this shows that we are motivated, really motivated, and not just using generic words to say, I think I'm very good working for that position. In the body of the letter is the largest part of the letter. Then, we have a bit more words and symbols to explain why we are perfect for the position. We don't say we are the only one for that position. We aim at why we have chosen and what we think, what we might do better, what we might provide for the one that reads this CV and the cover letter and the position. As we identify the things that we want to know if I apply for a managing position, or if I apply for a research grant, these are two different fields and the topics that we need to focus the qualities of the person, the applicant, they're different. And that's why showing the qualities and the things that we are having, making us the best person for that particular position is essential because we don't just apply for job, but we applied for the particular job. And we say that we have the good qualities for that very particular job. And we try to convince that we not only want to start the position because we apply, but we want to start to integrate into a team. Even now, today, we are a team of colleagues, or friends, or discussants, we are a team and we to participate in that team and give something to the team. So, showing what we have, what we might contribute to a team might be very good. We don't like it in a generic way. "I think I'm good. I'd like to fit. I'd like to be a good member." Because we all like good things, but we try to somehow provide additional motivation, the way we state things, we might say the same things pointing out that, "I really admire how ESO does and promotes quality evidence-based education. And I think, I believe myself, I perceive myself as a believer in quality in medicine." So, the one who looks for the position will see in you a person that fits quite good that position by showing also that you know what you're applying for, that you have done your job in advance. So, just to

wrap up, just the key-points what we said about. The cover letter that very much overlap with the CV, it's finally the wrap-up sentence, just before that. I'm sorry. The last sentence we conclude. We conclude and then, we have an official closure. We mention anything that could be very particular and very different from other applicants, for example. And we always thank, thank you for your time. Thank you for being with us. Because the reader really spent some time and they might've spent longer time. It just means that you appreciate the time that you have done the things and the person who takes the time to read it. We finish the cover letter, and we finish by a call-to-action. We ask the reader to do something, to do some kind of action. "I hope you would consider me as an applicant for that position." Or, "I hope you will reconsider," whatever. But we say that we want the person to do something. This makes us motivated, look motivated, and the one who reads it keeps the letter as an option. And eventually, at the end, we close our, so, we say hello and then we say goodbye. And the goodbye is very important. Saying best regards or kind regards. Or my best regards, it's a personal statement officially closing that letter. We can always say sincerely or thank you. This closing means that you close the letter. It's very important because this is one-page document and it is important to finish it. It gives a total wrap up and an image that gives you a finished touch on that cover letter. Always double-check. And because this is kind of a narrative, in several sentences, give that letter to somebody else and take a look at their reaction. When they read it, they have it, and they see how they react, how they respond. They might give you some ideas about what is good, or what you have repeated, because we want to say so many things in that very small one page. And sometimes, we don't focus and we don't notice it. If somebody says, "This, you have said two times. Here you have a mistake. And correct it." So, give it to somebody else before submitting it. So, the summary, cover letter, checklist. This is what we have all said. We, after reading, check it, we double-check it. Double-check might be boring when we were kids. We always were asked to double-check before we give our homework, but it's always good if we have the time to prepare in advance. Removing typos or removing double information is always better. So, we ask the question, do we have a heading to include all information? Do we address the right person to check the letter with the official inquiry for the position? Do we have an introduction that grabs the attention? Afterwards, do we have our second top qualities that might sell us as our top achievements and good information? Do we really use clear numbers and facts to say why we think the facts that were stated? Do we give the information that we want? And do we say that we are the right person for the position? Do we identify the requirements? So, what is asked from us? Do we comply with the requirements? And do we have the expertise, the qualities to fit that position? Do we provide this information to the reader in the right way? Because we apply for a particular position. And do we know, for example, we have a company that has three top qualities, we have to refer to those three top qualities. If it's ESO and education, we have to say that for education, and not only focus on the long career in oncology, for example. So, we have to see what is important for the company, extract it in our information, and then, show that we know that this is valuable for the company. This is how we are ready to show that we can integrate into the team and be a perfect addition of that team. Do we use the right format? Do we say, do we close with a call-to-action? Do we ask the reader that we're looking forward to hearing back, or to calling, or to taking the position, and do we officially say goodbye by the formal closure at the end of the letter? So, this was for the cover letter that is comprised very much with the CV. Are there any questions, or we move forward?

Dr Volovat: We can move forward. But just a kind of reminder, we have five more minutes for the session.

Dr Konsoulova: Okay. So, rapidly about interview, this is the shortest part. When we apply for a job or the position, we have to prepare in advance. The best improvisation is what is done in advance. So, we have three to five points that sell us, and then, we have to show them to an interview. That's why we prepare the list of the questions. And there are some intelligent questions that we might ask. For example, we ask the one who interviews us before, because this is what we know, it's for the position. And we show that we are ready. The way we look is very important. You see a picture of women with several details, the way we put our hair, messy, or just like this, the way we dress with open shoes or not, the way we use our accessories, it's too much or not, it's very important. And the way we look should be the way for the position we are

applying for. You see two women and two men that look quite differently. For an interview, they say no open, for example, toe shoes. There should be no many big details parts of the outlook. So, we start from the very first moments before the interview in the way we enter into our interview, we're being positive. We look confident and open and cheerful. We don't start an interview by being negative and expecting negative results from the interview. We have to have several points to emphasise on them, to sell ourselves. So, our good qualities. And we have to show our achievement because the person on the other side doesn't know exactly what we have made. And we have to practise before that. The best improvisation on a rock concert or anywhere is the one that we already know. So, starting from the very position of the body, the way we speak, to have one object in our hands, not to drop things, not to be hasty, the open shoes as we said. Very frequently, the employer says that the last things that people see when they turn away is the shoes of the one that gets away. So, the position of the body, the way we enter, the way we speak, the way we talk, fast and rapidly, we want to say several things all together, or we speak positively with confidence, with short sentences, and the way we present information we want. We always start by greeting, as in a writing position, the same it's when we speak. So, they should be confident, not too strong gripping of the hand, but we always have a pleasant handshake if this is possible in the current COVID condition. We try to keep distance. We sit in a position that is open to the one who is in front of us, sometimes a bit to the side, because it gives us the way to show the position that we're taking that we have confidence. And we are having control of our hands and not having something in our hands, making us look unconfident. We keep on talking to the person on the other side. So, we keep the eye contact. We don't laugh, we don't touch frequently the face, or the lips, or the hair, as I'm doing, but we have to try to avoid this. And we always greet and smile. And we say that we are confident and ready. And when the other part speaks, we listen and we try to understand when they speak. I've just focused on several things that might be difficult during the interview because there are tough questions. And we sometimes know what are the tough questions for us, but sometimes they might be difficult to answer. So, sometimes we might prepare for some of those tough questions. "I'm not sure how this is relevant to my application." This, in a closure saying, I don't want to answer this, but it's an answer to a question that sometimes might be tough. The other way is to answer the question behind the question. Somebody asks somethings, but in fact, they want to know other things. "I don't know whether I'll decide to have children in the nearest future, but I would never think of leaving my job for a long period of time because I'm very committed to my career and, frankly, I cannot imagine this." So, if they ask you if you think that you're staying for a long time. Also, you might give another explanation to the question that they ask. "I would not immediately confront a colleague from the very first contact. I would first try to." So, giving another option to the question that might be a bit tough, sounds better. Still, we try to be as honest as we can. These were the tips for the interview, and probably I'll rapidly go, if we're okay, with the case presentation, the clinical case, because it's very short. It's fine?

Dr Volovat: Yeah, and we have one question, but we can answer it at the end, of course.

Dr Konsoulova: Okay. So, the good clinical case is very frequently as young scientists that we present. We have it well-structured and we prepare it initially. We know who is the person who reads the case. So, we choose the way that it should look easily to read. On a dark font with white letters or the opposite, the vice versa. And the way we present it. So, we start from the very heading. The heading is very important because it might attract the attention. And there are rules. Not too many slides, not too many words. The 10, 20, 30 rule. 10 slides, 20 minutes, 30 font size. We have one key-message per slide, and afterwards, we can prove it why it's the key-message. We use images and graphs to support what we want to say. And we want to direct the navigation because we present, we want the ones who listen to listen to what we present. If you have to state, "I don't know whether, if anyone can read this slide," just change it, don't use it. I've tried to give some good examples. Very much detail in the information. And I'm pointing at the chemotherapy in that particular part of the patient. It's obvious I'm pointing, but it's too busy as a slide. So, there are different options to point it out, just show it by removing what is different and what is important, or open a slide and say, "You can see many details, but I want to focus on that part, particular part of the woman,

postmenopausal, perimenopausal," or just point at what is important, navigating the people to look where you want them to look. The other way is open the slide and they see nothing. And when they see what you want to say, "first, I'm gonna speak about the first-line and the second-line." So, you circle what is important and then, you provide what's the information, removing the first part and giving the other parts, saying, "Okay, then we speak about this type of patients or other type." And then the additional information. So, we look down and we easily structure the way we think. There is a SNAPPS system that is, I really found it interesting on how to present a clinical case. You start from the summary, the very large information, a woman with that diagnosis, with that particular problem that was done 10-years ago. Afterwards, we narrow the attention, pointing at what is most important. That woman with that problem had that particular problem that she did in that very particular moment. So, we narrow the attention of the listener. Then, we analyse. Why is that problem? Why we have focused on that? We try to somehow say we would have done this or that. So, we analyse the particular situation because it's important what we do in that particular moment, that very problem, would we give ovarian suppression? Would we suggest surgery or not? For example. So, we focus and we analyse the particular problem. And then, we plan the management. What is the problem of the case? We have done this, we know that, and we have to focus on the very particular problem. And then, we say the very particular problem is that. The lady has started this, done this correctly, but, in fact, the adjuvant treatment started one year later. So, we say, this is a problem of the case, and this is the final thing that anyone would remember. Because I think we have many things to say, we want to say many messages on any presentation. And then often, I know we want to say many things and we all learn how to do things, that's why by saying hello initially, I want to thank you for your time. And I'm really calling to action and looking forward to your questions. Thank you.

Dr Volovat: Thank you very much, Assia. It was a great presentation that covered a lot of topics. We have two very nice questions. The first one is from Ivan, and he asks, "How long should the motivational letter be?"

Dr Konsoulova: We have many motivational letters; we say initially about a page. Frequently, when a motivation letter is being asked, they give a certain number of symbols or words, 450, or 250 to 450. Let's say one page with a font of 20, it's perfectly fine.

Dr Volovat: Yeah. I agree with that. Not extended too much because actually it should be very concise, it should be very concise, it should be very pointed to what you want to offer for the position. Just exactly highlighting the skills that you have that makes you right for the position that you applied to. So, the second question is from Salah, he asks about publications in CV. Would you mind if I answer this question shortly?

Dr Konsoulova: I would be happy, yeah.

Dr Volovat: Okay. So, this is actually a trick that, well, not a trick, but a thing that I learned over the years, because initially I was just very tempted to put everything there. So, now, unless they actually, or the persons who asked for my CV explicitly asks for a complete list of my publication, I just select a few that are very relevant. Maybe, just make another file, a separate file with a complete list of publications. Because if you have a lot of publications that are, I don't know, 10, 15 pages, it can get a little bit tiring for everyone to just read. So, I think it's better to focus on your education or your skills, the things that make you different or perfect for the job. And just add the publication separately, or just...

Dr Konsoulova: If needed, yeah.

Dr Volovat: Yes, or just say that you have 30 publications or 50 publications and put a separate file with the list.

Dr Konsoulova: Emphasising probably on the most important for the position. So, if you're applying for breast cancer, what is relevant to breast cancer, or for surgery, so, what is most relevant for the position.

Dr Volovat: Yes. And the third question is also from Ivan. He asks if there are any specific fonts to use in a clinical case presentation. If you can...

Dr Konsoulova: It's always easier to read when we use those fonts, as we said, Helvetica, Arial, sometimes Times New Roman as well, that are easily to read. Because there are many beautiful fonts that you take a look and you focus to read what is there. So, it's better to be readable. And there are those typical fonts that we said that we use, the Arial, the Helvetica is most frequently used to be easily to read, not very beautiful and attractive, but probably, the most important is to provide the message.

Dr Volovat: Yes, and especially, use the three and five-idea rule. I mean, you have three rows, or three ideas, main ideas on a slide and use around five to six words or a little bit more just to emphasise those ideas. Don't clutter things on one slide. Just organise them a little bit better so that it's more clear.

Dr Konsoulova: And navigate. The person must be following what you're presenting.

Dr Volovat: Yes, and generally, avoid animations and avoid everything that just distracts the viewer from the message. So, he should be focusing on you. You are the one presenting it. You are the one who are delivering the message. So, the message should be very clear. So, animations and everything that is not very focused, just takes away the focus from the point. So, I think we're seven minutes. Ah, there is another one. "How would you suggest you present ourselves in an online interview? Any differences to the live one?"

Dr Konsoulova: It's totally different. Because for example, I know that I'm frequently doing things that I say we don't need to do. We don't need to very much move this way, because for example, in front of the camera, it looks totally different. In front of a camera, frequently, people don't see that you're open. It's very easy if you sit a bit towards, on the side, but looking at where the camera is or where people might be probably closer to the camera because we talk to the person, and it's tough. There are now educations about how to present, because it's important what is also in the back, what is the way you have dressed and many things, for example, there's gestures they're not seeing. In my view, in the online format, it's a bit more tough because you cannot impress that much as in a live interview. I don't know if you agree on that.

Dr Volovat: Yes, I agree. And I think that the only thing that he can wear successfully in both kind of interview is a smile always.

Dr Konsoulova: Yeah. Yeah. It's important. The way we are, the way behind us, the way we look, but the way we appear, cheerful and open, it's really important. Yeah.

Dr Volovat: Okay. So, I think that we can agree that this session was very successful and I thank everyone for the participation and the questions. And also, thank you, Assia, for the wonderful presentation.

Dr Konsoulova: Thank you. Thank you for the opportunity to discuss something that is, I think, a bit tough for all of us.

Dr Volovat: And also, the ESO team who put all the effort.

Dr Konsoulova: Paid and done all the effort to give this professionally. Thank you, ESO. Thank you.