



The Pharmacy CV

TOPICS TO INCLUDE

- **Name***
- **Contact Information**
- **Education**
- **Licenses/Certifications**
- **Clinical Experience**
- Research
- **Other Pharmacy Experience**
- **Publications**
- **Presentations**
- **Professional Memberships/ Professional Meetings**
- **Professional Leadership/ Activities**
- Honors/Awards
- **Public Health Community Service**
- **Campus/Community Leadership/ Service**
- Special Skills
- **References**

* Bolded topics are expected to be included by no later than the P-6 year.

CONTENT FOR CLINICAL ROTATIONS

- Organize headings according to what is most relevant to the employer
- Focus on content first; prioritize it for the reader, from top to bottom and left to right
- Types of content to include:
 1. **Settings** - Did you work in a hospital, community pharmacy or other clinical health care setting?
 2. **Who you worked with** - What types of professionals did you work with? Ex., specialists, nurses, mental health professionals or social workers?
 3. **Populations you served** - What populations have you served? Ex., adults, children, the elderly, underserved communities or bi-lingual populations?
 4. **(Clinical) issues you addressed** – What disease states did you treat? Observe? Did you work on a cancer research project? Conduct outreach focused on a public health issue like diabetes or heart disease? Did you tutor a science or pharmacy course or TA a lab?
 5. **Achievements/Skills** - What clinical skills did you use? Did you teach? Or maybe you advocated or counseled? Did you use your bi-lingual skills in a medical capacity?

GUIDELINES

General

- **CONTENT FIRST!** Highlight achievements, attributes, skills, abilities, and experiences to your best advantage; align/arrange according to the targeted employer's requested specifications
- Use standard margins (1") and font size (10-12 points), except for your name on 1st page only (14-16 points)
- Be consistent in your formatting, ex.
 - Either spell all out state names OR use all state abbreviations
 - Either use periods at the end of statements vs. don't use any periods
- Include "keywords" of your profession
- Use action verbs (present or past tense based on dates) to describe duties/tasks/responsibilities
- Quantify and qualify your statements – add numbers, percentages, etc
- Add your name, email and cell phone, and pagination (ex. Page 3/5) to the header of all pages starting with page 2.

- No more than 7 lines of continuous text; use bullets or symbols to break it up
- Write statements, not sentences

Publications and/or Presentations (Also see “Documenting Pharmacy Publications”)

- Include citation
 - Peer-Reviewed
 - Non-Peer Reviewed
- Use appropriate Style Guide to document. See Style Guides at:
 - [International Committee of Medical Journal Editors \(ICMJE\) Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References](#)
 - [The NLM Style Guide for Authors, Editors and Publishers](#)
- NOTE: Publications/Presentations during clinical rotations are to be listed with the rotation

Professional Organizations

- List full name of organization as well as the abbreviation
- List name of state, regional or national meetings; include locations and dates for each
- List leadership role/s, name of event or organization, location and date. Include collaborators/partners, populations served, outcomes

Campus/Community Leadership and/or Service

- Not all **Extracurricular Activities** are relevant to your profession. Limit adding details to your entries to the most related activities or where you demonstrated leadership.
- Indicate tasks undertaken, populations served, those with whom you worked and accomplishments

REFERENCES

- The reference list always starts on a separate page
- Include full contact information: Name, Title, Employer Address, Work Phone, Email
- Include 1-2 statements regarding relationship
- Have 3-5 recommenders; good choices include:
 - Preceptors
 - Faculty/Advisors
 - Coaches/Organizational Advisors
 - Supervisors
- Use professionals who can/will speak well about you
- Ask! Coach! Provide resume/CV to all recommenders
- Send a Thank You note to your recommender when your recommendation is complete

MICROSOFT WORD TIPS

- Use tabs to place information; do not use the space bar. Information not set with a tab will “walk” when opened using different computers/printers
- Use right tabs to place information (like dates) on the right side of the page
- Use bullets at the beginning of a line and symbols within a line of text
- Use Headers on subsequent pages

