

Preparing a Curriculum Vitae

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Objectives

- Understand the differences between a resume and a CV
- Discuss the preparation process for developing CV content
- Analyze the anatomy of a CV and what to include in each section
- Provide formatting tips and mistakes to avoid
- Review what to include in a cover letter

What is a CV?

- Latin for the course or outline of [your] life
- Overview of professional achievements
- More detailed than a resume, yet still a marketing document
- Focuses on what you've done that matches an employers needs
- Also useful for scholarships, awards, residencies, grants, etc.

Key Points

- Easy to read
- Most important information first
- Reverse chronological order
- Avoid pre-pharmacy events (except education)
- Past tense
- Third person
- Use action verbs (achieved, prepared, supervised, trained, assessed, etc.)
- Don't rely heavily on a template

Before Writing

- Brainstorm
 - Write down each group you've belonged to
 - Identify the roles you filled
 - Identify each task performed, method, result
- Build accomplishment statements
 - Action verb
 - What, why, how, with what result
 - Balance detail with length

Before Writing

- Revise, revise, revise
- Original statement: “patient counseling”
- Start with a verb: “counseled patients”
- Interrogate with what, how, and result
- Final statement: “Counseled pediatric patients newly diagnosed with diabetes and their families on discharge medications. Followed up with patients a week later to check progress and clarify instructions.”

Anatomy of a CV

- Objective
- Education
- Work Experience
- Clerkship Rotations
- Presentations and Publications
- Research
- Honors and Awards
- Membership in Organizations (include offices held)
- Professional and Community Service
- Other Special Experiences or Skills

What's in a name?

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- Name should be largest item on page
- Include full mailing address, phone, and email
- Change your email if it's not professional!

Objective

- Optional section
- Communicates exactly what you want to achieve
- Samples
 - A pharmacy internship position that will enhance my education and practice experience
 - A tenure-eligible faculty position in pharmaceuticals
 - To join a health-system pharmacy where I can apply my knowledge and expertise as a drug information specialist

Education

- Include
 - Name of institution
 - City and state
 - Degree, majors and minors (spelled out)
 - Month and year earned
- List GPA above 3.0
- Consider including specialized coursework
- Academic honors here or separate section

Experience

- Not only full-time positions
- May categorize into “Related Experience” and “Additional Experience”
- Include
 - Name of organization
 - City and state
 - Title
 - Start and end dates
- Describe duties and achievements using bulleted accomplishment statements
 - Typically 2-5 per experience
 - Be honest and objective

Clerkship Rotations

- Include schedule with titles and preceptor names
- May specify institution
- List responsibilities and activities for completed rotations

February 2009
(To be completed)

Pediatrics
New Health Hospital, Tampa, FL
Preceptor: Jane Smith, PharmD, BCPS

January 2009

Ambulatory Care
Veterans Affairs Outpatient Clinic, Orlando, FL
Preceptor: Earnest Jones, PharmD, BCPS
Responsibilities: Interviewed and reviewed therapeutic regimens of patients attending pharmacist managed anticoagulation, dyslipidemia, hypertension and diabetes clinics. Provided glucometer and insulin administration education. Provided instruction regarding medication therapy choices to patients attending Diabetes Care Classes

Other Sections

- Presentations and Publications
 - Demonstrates researching and writing abilities
 - Include title, audience and date
- Honors and Awards
 - Provides objective credibility
 - Any recognition you received for outstanding performance in an educational or professional setting

Other Sections

- Professional and Community Service
 - Focuses on dedication to your field
 - Include titles and dates of offices held
 - Describe leadership and roles in special projects using accomplishment statements
- Skills
 - Try to incorporate skills into accomplishment statements elsewhere
 - Allows you to demonstrate knowledge and talents not part of work or educational experience
 - Only include languages if you can use the language at the position

Formatting Tips

- PROOFREAD
- Ensure readability
- Print on white or ivory paper, heavy bond
- Use consistent font of 10-14 point
- Use consistent header treatments
- Maintain adequate margins

CV Don'ts

- Do not
 - Use abbreviations
 - Include pictures
 - List personal information (age, marital status, children, etc.)
 - Include references
 - Over stylize
 - Forget to have others review it

Cover Letters

- Can be used to inquire about or apply for positions
- Should have the same style and formatting as your CV
- Offers insight into you through your writing style and communication skills
- Must be personalized
 - Underline important qualities listed in the job description
 - Highlight your relevant skills and experiences
- Use block letter format or include in body of email

Parts of a Cover Letter

- Top of page: name, address, phone, email, date
- Introduction
 - Who you are and why you're writing
 - Position applying for
 - Something you know or respect about organization
- Body
 - State how you fit the position and can benefit the company
 - Provide specific examples
- Closing
 - Ask for an interview
 - Refer to your enclosed resume
 - Express appreciation

Final Thoughts

- Resumes, CVs and cover letters are marketing tools
- Put thought into the content before writing
- Keep the reader in mind
- Demonstrate results and action
- Remember it's a living document

Resources for You

- Faculty advisors, staff and Academic rotation students
- Reinders T. *The Pharmacy Professional's Guide to Resumes, CV's, and Interviewing*. APhA. Washington, D.C. 2001.
- UF Career Resource Center (<http://www.crc.ufl.edu/>) offers Optimal Resume to build resumes and cover letters
- ACCP Online CV Review Program (<http://www.accp.com/stunet/cv.aspx>) – available to members

References

- American College of Clinical Pharmacy. *CV Preparation Tips*. <http://www.accp.com/stunet/cv.aspx> [Accessed 22 Jan 09]
- Indiana University Career Development Center. *Resumes*. http://www.indiana.edu/~career/students/job_search/resumes.php [Accessed 22 Jan 09]
- Local Jobs. *Writing Your Resume*. http://resumes.localjobs.com/Resumes/help/help_writing.htm [Accessed 22 Jan 09]
- UF College of Pharmacy Jacksonville. *CVs, Resumes and More!* [Presentation].