



# CV Workshop

Kris Denzel Tupas, PharmD, BCPS, BCACP  
Assistant Professor of Clinical Sciences  
Roosevelt University College of Science, Health & Pharmacy




1


## Overview




DISCUSS OVERALL TIPS  
FOR PREPARING CVS



IDENTIFY CV SECTIONS



REVIEW EXAMPLE CVS



2

## What is a CV?

- Curriculum Vitae – “course of life”
- Written record highlighting your achievements and experiences
- Required for applications to residencies, fellowships, and professional positions
- Different from a resume
  - Resume – 1-2 pages, brief synopsis
  - CV – longer length, complete history






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3


## Disclaimer: There is no one “right” way to format a CV.



4

## Formatting Tips

- **Font**
  - Easy to read, consistent throughout
  - Times New Roman, Arial, Calibri
  - Size 10-12
- **Proofread, proofread, proofread**
  - Triple-check grammar and spelling
  - Ensure you are spelling names correctly
  - For preceptors/supervisors, include credentials



5

## Be Consistent

- **Consistency is key**
  - Format entries in a similar way throughout your CV

**Professional Experiences**

..... Date

**Name of Job** \_\_\_\_\_


Institution, City, State  
Supervisor: Name, Credentials

**Advanced Pharmacy Practice Experiences (APPEs)**

..... Date

**Name of Rotation** \_\_\_\_\_

Institution, City, State  
Preceptor: Name, Credentials



6

## Using Tables



7

## Headings

- Emphasize in some way
  - Slightly larger font
  - Bold, underline, and/or all caps
- Can utilize subheadings if needed
  - Example: "Presentations" can be further divided into "Posters," "Journal Clubs," "Patient Cases," etc.
- Splitting a section between pages
  - Can duplicate the section header with the addition of the word "continued" in parentheses

8

## Page Numbers

- Include either a header or footer to contain your name and the page number of the CV
- Do not put on the first page of your CV

A. Student | Page 2 of 5

9

## Dates

- List in reverse chronological order
- List current activities as "Present"
- Keep consistent throughout CV
  - August 2014 to June 2015
  - Oct. 2017 – Dec. 2017
  - Apr 2018-Present
  - Jun 2018, Jun 2019, Jun 2020



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10

## What is wrong with this picture?

### Professional Experiences

<b>Pharmacy Intern</b> Walgreens, West Lafayette, IN Supervisor: Polly Pharmacist, PharmD	May 2019 – Present
<b>Certified Nursing Assistant (CNA)</b> Sunnyville Clinic, Sunnyville, Indiana Supervisor: Doctor Doctor, MD	June 2016– Aug 2018
<b>Pharmacy Technician</b> Walgreens, West Lafayette, IN Supervisor: Polly Pharmacist	Oct. 2018 -May 2019

11

## Bullet Points, Descriptions, and Skills

- Limit to 2-4 bullet points
  - Job experiences
  - APPE or IPPE rotations
  - Leadership roles
  - Volunteer experiences
- Should be **unique** activities or skills with [action words](#)
  - Past tense for everything OR
  - Present tense for current roles and past tense for everything else

12


### Action Verbs

**Strong**

- "Coordinated"
- "Communicated"
- "Implemented"
- "Created"

**Weak**

- "Participated"
- "Helped"
- "Assisted"
- "Handled"



13


### Other Do's and Don'ts

**DO:**

- Be concise
- Use professional language and terminology
- Balance white space and type
- Proofread, proofread, proofread
- Have multiple people review your CV
- Update your CV regularly
- Be prepared to talk about anything on your CV in an interview
- Save final product as a PDF

**DON'T:**


- Lie on your CV or resume
- Send out a copy of your CV with tracked changes in it
- Use italics to highlight information
- Use unprofessional email addresses
- Add colored fonts or borders
- Use perfumed and/or colored paper



14

### CV Sections to Include

Personal Information	Education	Licensures & Certification	Professional Experiences
Experiential Rotations	Leadership and Professional Involvement	Presentations	Research
Publications	Community Service	Honors & Awards	References



15

### Information to Include

**Personal Information**


- Name
- Contact information - physical address, email, phone number

**Education**

- Name of institution
- Location (City, State)
- Degree(s) obtained/anticipated
- Dates of study

**Licensures and Certifications**

- Name of license/certification
- Include dates



16


### Information to Include

**Professional Experiences**

- Job title
- Name and location of employer
- Supervisor with credentials
- Dates of employment
- Bullet points/descriptions (optional)

**Experiential Rotations**

- Name of rotation/type of rotation
- Dates of rotation
- Location: institution, city, state
- Preceptor and credentials
- Bullet points/descriptions (optional)
- Can include future rotations



17


### Information to Include

**Leadership and Professional Involvement**

- Professional organization name
- Dates involved
- Leadership position if not a general member
- Committee involvement

**Presentations**

- Can include case presentations, journal clubs, topic discussions (if you led them)
- Presentation title
- Location: institution, city, state
- Audience
- Date



18

## Information to Include

### Poster Presentations and Abstracts

- In "Presentation" section or its own section
- All authors with your name in bold
- Title of research project
- Full name of meeting where poster was presented
- Location
- Date

### Research

- Name of project(s)
- Location
- Investigators/roles
- Dates
- Project details/description (optional)

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19

## Information to Include

### Publications

- List as it would appear in a reference with your name in bold

### Volunteering and Community Service

- Organization name
- Your role
- Dates of activity
- Location
- Bullet points/description (optional)

### Contact time/hours

- Audience (type and number of attendees)

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20

## Information to Include

### Teaching

- Title of lecture or lab
- Date
- Location: institution, city, state
- Course title
- Course coordinator

### Honors and Awards

- Award name
- Date received

### References

- Do not need to list or provide specific references/contact information
- "Available upon request"

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21

## Items to Avoid

- Social security number
- Classes taken in pharmacy school
- Hobbies
- High school activities, potentially undergraduate activities
- Redundant or excessive descriptions
- Job shadowing experiences
- Meeting attendance
- Duplicate entries
- Clip art or designs

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22

## Questions?

ktupas@roosevelt.edu

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23

## Resources

- ASHP CV Transition Toolkit
  - [P1 student pursuing a summer internship](#)
  - [P3 student preparing for APPE rotations](#)
  - [Student pharmacist applying for residency, fellowship, or first job](#)

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24

## References

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