

Disclaimer: There is no one "right" way to format a CV.

3

Formatting Tips

• Font

• Easy to read, consistent throughout

• Times New Roman, Arial, Calibri

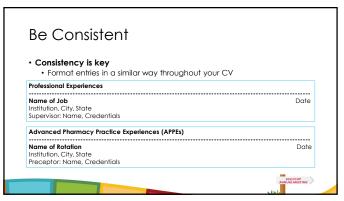
• Size 10-12

• Proofread, proofread

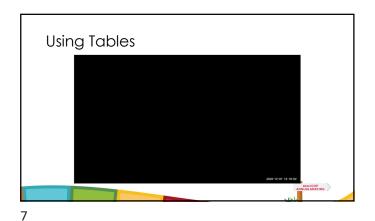
• Triple-check grammar and spelling

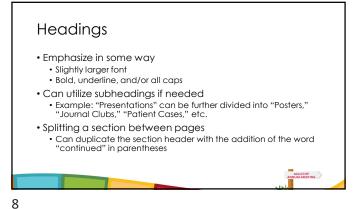
• Ensure you are spelling names correctly

• For preceptors/supervisors, include credentials



5 6



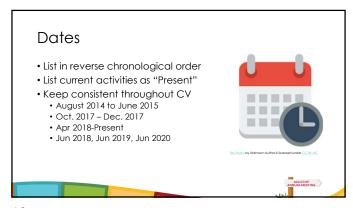


Page Numbers

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



10

Professional Experiences
Pharmacy Intern
Walgreens, West Lafayette, IN
Supervisor: Polly Pharmacist, PharmD

Certified Nursing Assistant (CNA)
Sunnyville Clinic, Sunnyville, Indiana
Supervisor: Doctor Doctor, MD
Pharmacy Techniclan
Walgreens, West Lafayette, IN
Supervisor: Polly Pharmacist

Oct. 2018 -May 2019

Oct. 2018 -May 2019

Walgreens, West Lafayette, IN
Supervisor: Polly Pharmacist

Bullet Points, Descriptions, and Skills

• Limit to 2-4 bullet points

• Job experiences

• APPE or IPPE rotations

• Leadership roles

• Volunteer experiences

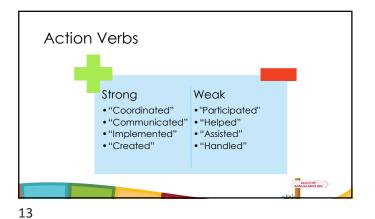
• Should be unique activities or skills with action words

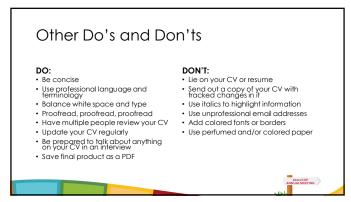
• Past tense for everything OR

• Present tense for current roles and past tense for everything else

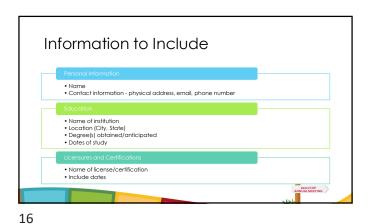
12

11

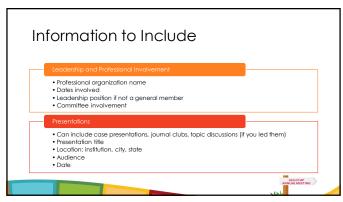


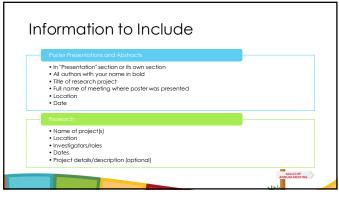


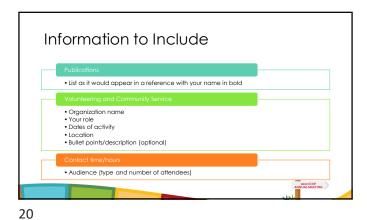




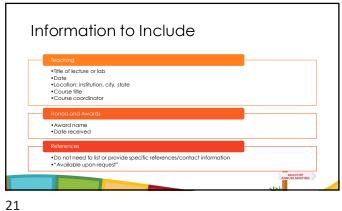








19



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

22



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

24 23

References

- American Society of Health-System Pharmacists, CV Transition Toolkit: Available at: https://www.ashp.org/Pharmacv
 Toolkit: Available at: https://www.ashp.org/Pharmacv-
- Toolkii. Available di: https://www.dshp.org/rnamacy-Student/Career-Development/Cv-Development/Cv-Transition-Loolkii. Accessed August 1, 2023.

 Bookstaver P, Caulder CR, Smith KM, Quidley A, eds. Roadmap to Postgraduate Training in Pharmacy. McGraw-Hill; Accessed January 2021. https://accesspharmacy.mhmedical.com/content.aspx?book id=687§ionid=45419075

 Miller M, ed. Getting Started In A Pharmacy Residency. 1st ed. Washington, DC: American Pharmacists Association; 2013.

 Young LL, Graubart JI, Sarwar J, eds, The Pharmacy Professional's Guide to Resumes, CVs, & Interviewing. 4th ed. Washington, DC: American Pharmacists Association; 2017.