



# CV Workshop

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# Overview



DISCUSS OVERALL TIPS  
FOR PREPARING CVS



IDENTIFY CV SECTIONS



REVIEW EXAMPLE CVS



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

# 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

# Be Consistent

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

## Professional Experiences

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**Name of Job**

Date

Institution, City, State

Supervisor: Name, Credentials

## Advanced Pharmacy Practice Experiences (APPEs)

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**Name of Rotation**

Date

Institution, City, State

Preceptor: Name, Credentials

# Using Tables



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# 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





# 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



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# 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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# What is wrong with this picture?

## Professional Experiences

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### Pharmacy Intern

Walgreens, West Lafayette, IN  
Supervisor: Polly Pharmacist, PharmD

May 2019 – Present

### Certified Nursing Assistant (CNA)

Sunnyville Clinic, Sunnyville, Indiana  
Supervisor: Doctor Doctor, MD

June 2016– Aug 2018

### Pharmacy Technician

Walgreens, West Lafayette, IN  
Supervisor: Polly Pharmacist

Oct. 2018 -May 2019



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# 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

# Action Verbs



## Strong

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

## Weak

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

# 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

# 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

# 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



# 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

# 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

# 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)

# 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)

# 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"



# 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



# Questions?

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# 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](#)



# References

- American Society of Health-System Pharmacists. CV Transition Toolkit. Available at: <https://www.ashp.org/Pharmacy-Student/Career-Development/CV-Development/CV-Transition-Toolkit>. Accessed August 1, 2023.
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- Miller M, ed. *Getting Started In A Pharmacy Residency*. 1<sup>st</sup> ed. Washington, DC: American Pharmacists Association; 2013.
- Young LL, Graubart JJ, Sarwar J, eds. *The Pharmacy Professional's Guide to Résumés, CVs, & Interviewing*. 4<sup>th</sup> ed. Washington, DC: American Pharmacists Association; 2017.