

Traditional CV Components and Specific Information

KEY POINTS – reverse chronologic order (most recent listed first), be consistent with formatting, and ALWAYS proofread!!!

CV Structure Tips

Personal Information – limit to name and current address, phone, email address
Try to avoid casual email address – use school email address if available
Social network addresses are possible; do not be too personal

Education – degree, university, and years attended (include year of anticipated graduation). List all education (pre-reqs, previous degrees, etc.). GPA may be listed here - personal preference and not required.

Professional Training – additional experience: students – additional training/certifications (e.g. immunizations, first aid, etc.) and pharmacists – residencies, fellowships, etc. Include the credential earned, granting institution, location, preceptors (optional) and dates.

- * **Honors and Awards** – when listed after education, focuses on scholarships and academic honors/awards.
 - *This component may be listed elsewhere (if not near education, usually near the end of the CV, prior to References)
- * **Licensure** – licensure includes all technician and intern licenses and
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Professional Experience

Pharmacy – work as technician/intern

Experiential Rotations – List in reverse chronologic order, include site, preceptor, and dates; include planned rotations)

Advanced Pharmacy Practice Experiences (APPE) (2014-2015) – List all APPE scheduled and completed

Introductory Pharmacy Practice Experiences (IPPE)

IPPE 3 – year (eg. 2013-2014)

IPPE 2 – year (eg. 2012-2013)

IPPE 1 – year (eg. 2011-2012)

Other Experience – non-pharmacy related experiences (e.g. research, teaching, other). Consider how listing the experience makes you good candidate (helps differentiate you from other applicants).

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Projects/ Posters/ Presentations/Publications/ Research/Additional Courses – if you have any other presentations, publications, posters, etc., use headers to differentiate those done during or prior to rotations or in school (coursework)

The following three sections (Leadership Experience, Involvement, and Service) may be listed a separate components to highlight an individual’s involvement or all may be listed by each organization under Involvement

Leadership Experience – opportunity to highlight leadership experience. As a stand alone component, list by year and position. There should be some sort of cut off – distinct position on committee or in leadership structure.

Professional Involvement – list all organizations (correct titles) and use additional headers if more than just COP activities, such as University.

College of Pharmacy – list only if other organizational involvement in University organizations

Examples include:

- American Society of Health-System Pharmacists/State Society of Health-System Pharmacists/
Student Society of Health-System Pharmacy
- American Pharmacists Association (APhA)/ American Pharmacists Association – Academy of
Student Pharmacists/State Pharmacy Association Student Chapter (APhA-ASP/SPA)
- Kappa Psi Pharmaceutical Fraternity
- Lambda Kappa Sigma International Professional Pharmacy Fraternity
- Phi Delta Chi Professional Pharmacy Fraternity
- Phi Lambda Sigma – the National Pharmacy Leadership Society
- Rho Chi Society – the Academic Honor Society in Pharmacy

Service – This section should be used to list/highlight service experience, such as committee work (such as Curriculum Committee, Student Focus Group, etc.)

Professional

College of Pharmacy
University

Community – use this section for other volunteering, community service that is NOT associated with any of the professional organizations

References

Available upon request – Remember to include references as a separate document from the CV only when requested.