

CURRICULUM VITAE CREATION

WHAT IS THE PURPOSE OF A CV?

A curriculum vitae, or CV, outlines your personal background, education, and experience. Unlike a resume, a CV provides more comprehensive information and usually exceeds two pages in length. Many health professionals, academics, and other specialized professionals prefer CVs because they allow the inclusion of additional details, qualifications, and trainings. The goal of a CV is the same as a resume: to present your education, experience, and accomplishments in a clear and concise manner.

CURRICULUM VITAE (CV) VS. RESUME

CATEGORY	CURRICULUM VITAE	RESUME
CORE IDENTITY	Typically CVs present a scholarly identity, but they are also commonly used by many health professionals to present a professional identity. CVs include a summary of your educational and academic backgrounds, as well as work experience, research, publications, presentations, awards, honors, and affiliations.	Resumes present a professional identity. A resume is a selection of your skills, experience, and education.
LENGTH	Three to six pages (can be many more for senior scholars/researchers).	One to two pages, depending upon experience.
WHEN EACH IS USED	Used primarily when applying for academic, education, scientific, research, or health professions. It is also applicable when applying for fellowships and grants.	Resumes are not commonly used to apply for job postings and internships in the field of pharmacy. Submit a CV unless specifically asked to submit a resume.
CONTENT	CVs provide a more comprehensive view of your professional and academic accomplishments.	Resumes include only that which is relevant to your qualifications for the position: education, employment history, experience and skills.
FONT	11 – 12 point font	10 – 12 point font
MARGINS	1" on all sides	0.6" to 1" on all sides
NAME	Place at top, centered	Place at top, centered – left or right are also acceptable

CATEGORY	CURRICULUM VITAE	RESUME
PERSONAL INFORMATION	Address, phone, and email are the only personal information listed. The following is never included on a CV in the United States: birthdate/age, marital status, birthplace, race, or a photograph.	Address, phone, and email are the only personal information listed. The following is never included on a resume in the United States: birthdate/age, marital status, birthplace, race, or a photograph.
EDUCATION	Always listed first. List the degree, institution, as well as dissertations/thesis title.	List first when education is recent and/or pertains specifically to the position. Experience would be listed first if you have years of work experience that surpasses education in relevance.
LICENSURE / CERTIFICATION	Always included for pharmacy, preferably toward the end of the document.	Always included for pharmacy, preferably toward the end of the document.
ROTATIONS	Always include rotations. Include location, dates, and name of preceptor, with bullet points to detail duties and accomplishments.	Due to space restrictions include a selection of the most relevant rotations. You may wish to have multiple versions of your resume targeted by practice area.
RESEARCH EXPERIENCE	List position, lab, location, and dates with bullet points to detail duties and accomplishments.	List position, lab, location and dates with bullet points to detail duties and accomplishments.
EXPERIENCE SECTION	Include professional pharmacy experiences including internships and technician positions. Additional work experiences may be included in an additional work experience section.	Include professional pharmacy experiences including internships and technician positions. Additional work experiences may be included in an additional work experience section.
TEACHING EXPERIENCE	List your title (Lecturer, TA) and course title, but no course number. Do not list duties or descriptions unless you have designed and/or sole-taught the course.	List your title and course title, but no course number. Use bullet points to list duties and accomplishments.
PUBLICATIONS	List all publications using the appropriate citation style from your field of study.	Optional section. If you list any, select the most relevant (with appropriate citations).

HONORS / AWARDS	List vertically with date.	List horizontally or vertically depending upon space restrictions.
LANGUAGES	List vertically, with proficiency in reading, writing, and speaking.	List in separate section or within Skills section. List horizontally or vertically depending upon space.
SKILLS	Skills sections are not commonly found in an academic CVs. Students interested in research-oriented roles with pharmaceutical organizations should include pertinent skills: computer, laboratory, technical, statistical databases, etc.	List skills pertinent to field: computer, laboratory, technical, statistical databases, etc.
PROFESSIONAL AFFILIATIONS	List vertically. Include leadership roles and bullet points to detail duties and accomplishments.	Include if the affiliations are pertinent to the position.
REFERENCES	Use a separate sheet and list vertically with name, title, company, address, phone, and email.	Not listed on resume. Use a separate sheet and submit only when requested.
HEADINGS CAN BE ADDED BASED UPON YOUR UNIQUE EXPERIENCES AND BACKGROUND	Examples of additional headings may include: Invited Talks, Conferences, Department/University Service, Extracurricular Activities, Community Involvement, etc.	Headings are generally targeted to a specific job in order to highlight that you have experience the employer seeks. Examples of additional headings may include: Management Experience, Leadership Experience, Service Activities, etc.

Before You Write

WHAT DO I HAVE TO OFFER?

The secret to creating a CV that is clear, concise, and well-organized starts before you begin typing. It is important to take an inventory what you can offer an employer, know your key skills and characteristics, and identify common CV sections.

PRIORITIZE YOUR SKILLS AND EXPERIENCE

Identifying your primary career objective will help you decide which skills and experiences to emphasize and which ones to omit when creating your CV. Ideally, each CV you produce will be tailored to fit the specific job or educational program for which you are applying. When precise tailoring is not possible, construct your CV so that it is targeted towards your primary career or educational objective. Think about your primary career objective and write down your principal abilities, skills, attributes, and experiences desired by employers in this field.

Top Skills and Qualities Employers Look For:

1. Ability to work in teams
2. Problem-solving skills
3. Ability to plan, organize, and prioritize work
4. Communication skills (verbal)
5. Ability to obtain and process information
6. Analytical/quantitative skills
7. Technical knowledge related to the job
8. Proficiency with software programs
9. Communication skills (written)
10. Ability to sell or influence others

Source: National Association of Colleges and Employers (NACE) 2013 Job Outlook Survey

ORGANIZING YOUR CURRICULUM VITAE: COMMON CV SECTIONS

CVs often contain a variety of different sections that organize and categorize content. CV sections and title will vary from person to person, but most individuals will have between 8-12 different sections on their CV.

- **Contact Information:** Your contact information appears at the top of your CV. Include your name, address, phone number, and email address. Do not include personal information such as height, weight, race, date of birth, or social security number.
- **Education:** Traditionally pharmacy professionals place their education section before their professional experience. Information should appear in reverse chronological order (present to past) with your most recent education first. Include institution, title, and date of graduation, major(s), and minor(s), and any honors awarded.
- **Professional Pharmacy Experience:** List your work experience in reverse chronological order. You should include the organization's name, location, position held,



dates of employment, and bullet-pointed descriptions of your accomplishments. Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes.

- **Rotations (IPPEs & APPEs):** Include all completed and pending experiences (if they have been scheduled). For each one include the preceptor's name and credentials, site of the experiences, and dates they were completed.
- **Teaching Experience:** List your title (Lecturer, TA) and course title, but no course number. Do not list duties or description unless you have designed and/or sole-taught the course.
- **Research Experience:** Highlight any research experience you have by including it on your CV. Research experience can be listed similarly to work experience. Include the organization's name, location, position held, dates of employment, and bullet-pointed descriptions of your accomplishments.
- **Publications:** List all publications using the appropriate citation style from your field of study.
- **Presentations:** List the title, inviting or sponsoring organization, location, and date of each presentation.
- **Professional Memberships and Leadership:** Here is your opportunity to show your commitment to your field and leadership positions outside the classroom. Many employers and residency programs look specifically to this section to document a candidate's leadership abilities.
- **Service Activities:** Including information about unpaid experience related to Pharmacy demonstrates your personal commitment to pharmacy and public health.
- **Awards & Honors:** In this section, you can feature awards, scholarships, achievements, and academic distinctions. Honors can be a category of its own or included as part of the education section.
- **Licensure & Certification:** Document the types of licenses and certificates you hold. Include the awarding organization, license number, date of issue, and most recent renewal date.

Writing Bullet Points for CVs & Resumes

BULLET POINT FORMAT

An interview-landing CV describes your accomplishments and previous experiences and how well you completed those experiences. Well-written bullet points grab the reader's attention and effectively describe your experiences and how you deliver results. An easy formula for writing accomplishment-oriented bullet points is:

Action Verb + Subject + Rationale & Result

- **Action Verbs:** Strive to start all bullet points with an action verb. Action verbs give your bullet points power and direction. List all current positions and projects in the present tense and all past positions and projects in the past tense. *See the Action Verbs guide for examples.*
- **Subject:** Focus on what you've done. Keep in mind that the easiest way to add specific details to your bullet points is with numbers. You can also add qualifying details by using words like "by," "through," or "with." Including keywords can improve your odds of securing an interview. *See the Action Verbs guide for a list of pharmacy-related keywords.*
- **Rationale & Result:** Including information about what outcomes you contributed to as well as information about why your project, role, or actions mattered to the employer. Using words like "focusing on," "to," and "for" can help you incorporate a rationale or result.

SAMPLE BULLET POINTS

- Entered and filled prescriptions according to appropriate storage and dosage requirements.
- Conducted in-store study with over 100 patients, comparing the effectiveness of web-based tools to communicate information about drug therapy and drug interactions.
- Designed and developed Access database to monitor technician staffing, decreasing staffing costs by 12%.

Curriculum Vitae Samples

Note: The follow CVs are abbreviated samples and do not represent a comprehensive academic and professional record. Please use these samples as guide for organizing and formatting your CV.

Barbara Buckeye

123 Main Street
Columbus, OH 43210

(614) 555-1234
Buckeye.1@osu.edu

EDUCATION

The Ohio State University, College of Pharmacy Columbus, OH
Doctor of Pharmacy May 20XX

The Ohio State University, Honors Program Columbus, OH
Bachelor of Science in Biology May 20XX

PROFESSIONAL PHARMACY EXPERIENCE

The Ohio State University, University Health Connection Clinic Columbus, OH
Pharmacy Intern and Administrative Assistant August 20XX – July 20XX

- Interacted with healthcare professionals to ensure quality care for patients
- Participated in dispensing process and counseled patients on medications
- Collaborated with office manager to schedule appointments and register patients
- Created monthly newsletters to educate clinic staff and patients on health-related topics including: vaccinations, headaches, and skin protection

ADVANCED PHARMACY PRACTICE ROTATIONS

The Ohio State University, Wexner Medical Center Columbus, OH
Intensive Care Unit: Scarlet Grey, PharmD April 20XX

The Ohio State University, Wexner Medical Center Columbus, OH
Elective Non-Patient Care: Jason Buckeye, RPh March 20XX

Uptown Pharmacy Grove City, OH
Community Independent: Brenda Buckeye, RPh February 20XX

- Compounded over 150 creams, gels, troches, suppositories, and capsules
- Helped patients select appropriate compression stockings and support braces
- Assessed antibiotic efficacy and safety by calling patients on antibiotic therapy
- Composed a newsletter on cholesterol medications for patients
- Designed flyer regarding the link of proton pump inhibitors to magnesium deficiency

Charitable Pharmacy and Pharmaceutical Horizons

Columbus, OH
January 20XX

Ambulatory: Jennifer Gray, RPh

- Counseled over 100 patients on complex medication regimens
- Performed medication therapy management (MTM) services
- Recommended appropriate over-the-counter drug options to patients
- Participated in medication dispensing process by collaborating with staff
- Designed drug monograph and presented it to Pharmacy and Therapeutics Committee
- Provided response to a drug information question regarding Chantix™

The Ohio State University, Rural Pharmacy Rotation

Athens, OH
December 20XX

Ambulatory: Sarah Buckeye, PharmD

- Collaborated with an interdisciplinary team to provide pharmacologic recommendations during dermatology, diabetes, and general practice free clinics
- Suggested appropriate medication therapy and counseled on proper medication use at an endocrinology office
- Attended Childhood Immunization Program clinic and answered questions on vaccinations
- Reviewed and presented journal club to endocrinology office staff regarding insulin use
- Created and delivered an hour-long pain management presentation to doctors, medical students, and pharmacists

INTRODUCTORY PHARMACY PRACTICE ROTATIONS

Kroger Pharmacy

Marysville, OH
October – May 20XX

Community: Brutus Buckeye, RPh

- Participated in accurate prescription processing and patient counseling
- Administered over 20 influenza vaccinations and educated patients on wellness and prevention
- Performed MTM services using the Outcomes program
- Screened patients for diabetes with point-of-care testing services at wellness screenings

The Ohio State University, Wexner Medical Center

Columbus, OH
April 20XX

Hospital: Ben Gray, PharmD

- Rounded with an interdisciplinary team in a large academic hospital
- Made pharmacological recommendations regarding optimal patient care
- Solved patient specific dosing and kinetic problems
- Reviewed patient charts to identify medication-related problems

PRESENTATIONS

“Honduras” College of Pharmacy Initiatives: A Local to Global Continuum Symposium. The Ohio State University College of Pharmacy, Columbus, OH, September 9, 20XX.

PROFESSIONAL AFFILIATIONS & LEADERSHIP

American Pharmacist Association

Midyear Regional Meeting Promotions Committee Member June 20XX – Present

- Collaborate with four committees to plan a professional student pharmacist meeting
- Participate in creation of a promotional video, to increase student attendance

American Pharmacist Month Committee Member October 2010

- Generated ideas to present the changing roles of pharmacists to the public
- Designed educational fliers on role of pharmacists for OSU undergraduate students

American Cancer Society Relay for Life

February 20XX – May 20XX

Pharmacy Class of 20XX Team Captain

- Coordinated the recruitment and fundraising efforts for a 30-person team
- Planned and implemented a variety of recruitment events including a T-shirt sale, raffle, and benefit dinner; raising over \$3,000 for the American Cancer Society

SERVICE ACTIVITIES

Charitable Pharmacy of Central Ohio

Columbus, OH

Volunteer

June 20XX – August 20XX

- Volunteered more than 30 hours at a non-profit pharmacy serving the uninsured and underinsured
- Counseled patients on medication regimens and assessed efficacy and safety
- Sorted and organized donated medications to be dispensed to patients in need

Central Ohio Diabetes Association

Columbus, OH

Volunteer

July 20XX – June 20XX

- Conducted diabetes screenings using point of care testing and provided basic diabetes information
- Counseled patients on how to manage abnormal glucose levels and on lifestyle changes

HONORS & AWARDS

Phi Lamda Sigma: The National Pharmacy Leadership Society
Plough Pharmacy Scholarship

April 20XX – Present
May 20XX

LICENSURE & CERTIFICATIONS

Ohio State Board of Pharmacy, Intern License

September 20XX – Present

License Number: 12345678

Delivering Medication Therapy Management Services in the Community Certificate Program

May 20XX – Present

American Pharmacist Association

BRUTUS BUCKEYE

123 Main Street Columbus, OH 43210 • 614-555-1234 • buckeye.1@osu.edu

EDUCATION

20XX – Present **The Ohio State University, College of Pharmacy**
Columbus, OH
Pharm.D. Candidate, May 20XX

20XX – 20XX **University of Michigan**
Ann Arbor, MI
B.S. Chemistry

PHARMACY PRACTICE EXPERIENCE

Sept. 20XX – Present **Mount Carmel East Hospital**
Pharmacy Intern
Columbus, OH
Preceptor: A. B. Jones, Pharm.D.

- Interact and effectively communicate with other healthcare professionals to minimize error and optimize patient care.
- Compound sterile IV products according to USP 797.
- Performed therapeutic drug monitoring for vancomycin to ensure therapeutic success.

Jun. 20XX – May 20XX **Walgreens Pharmacy**
Pharmacy Intern
Columbus, OH
Preceptor: Z. Buckeye, Pharm.D.

- Counseled patients on proper medication use and recommended appropriate over-the-counter drug options.
- Administered over 20 influenza vaccinations and educated patients on wellness and prevention.
- Performed MTM services using the Outcomes program.

ADVANCED PHARMACY PRACTICE EXPERIENCE

Mar. 20XX **Uptown Pharmacy**
Community Independent Pharmacy
Grove City, OH
Preceptor: J. Scarlet, Pharm.D.

Feb. 20XX

Kroger Pharmacy

Community Pharmacy

Worthington, OH

Preceptor: D. Llyod, Pharm.D.

- Participated in accurate prescription processing and patient counseling.
- Performed MTM services using the Outcomes program
- Screened patients for diabetes with point-of-care testing services at wellness screenings.

Jan. 20XX

North Shore University Health System Hospital

Inpatient Pharmacy

Highland Park, IL

- Gained knowledge in aseptic technique, inpatient drug distribution, automation, clinical pharmacy services, and clinical technician services.
- Conducted patient assessment, medication reconciliation, anticoagulation and heart failure medication counseling.

INTRODUCTORY PHARMACY PRACTICE EXPERIENCE

March 20XX

The Ohio State University Wexner Medical Center

Health-System Pharmacy, Surgical ICU

Columbus, OH

Preceptor: A. Sylvan, Pharm.D.

Sept. 20XX – May 20XX

CVS Pharmacy

Community Pharmacy

Upper Arlington, OH

Preceptor: D. Bell, RPh

Oct. 20XX – Apr. 20XX

Imperial Garden Community Center

Geriatric Experience

Columbus, OH

Coordinator: F. Dell, PharmD

PRESENTATIONS

Sept. 20XX

“Honduras” College of Pharmacy Initiatives: A Local to Global Continuum Symposium, Ohio State University College of Pharmacy, Columbus, OH.

Dec. 20XX *“Proposed Interaction Between Pulsatile High Dose Methylprednisolone with Rituximab and Warfarin during Treatment of Refractory Chronic Lymphocytic Leukemia” (Poster Presentation) ASHP Midyear Clinical Meeting & Exhibition, Orlando, FL.*

LEADERSHIP & INVOLVEMENT

Apr. 20XX – Present **American Pharmacist Association (APhA)**
GenerationRx Initiative

- Prepare handouts, presentations, and flyers promoting prescription drug abuse education and prevention.
- Led discussions, acted in skits, and presented information on prescription drug abuse to the Ohio State freshman class.

PROFESSIONAL MEMBERSHIPS

Aug. 20XX – Present American Pharmacist Association (APhA)
Aug. 20XX – Present Academy of Managed Care Pharmacy (AMCP)
Aug. 20XX – Present National Community Pharmacist Association (NCPA)

SERVICE & VOLUNTEER EXPERIENCE

Nov. 20XX – Present **Physician’s Care Connection**, Columbus, OH

- Counsel patients on dispensed medications.
- Interview patients to obtain an up-to-date medication list.

Aug. 20XX – Present **Charitable Pharmacy of Central Ohio**, Columbus, OH

- Volunteer over 50 hours at a non-profit pharmacy serving the uninsured and underinsured.
- Sort, count, and organize donated medications for dispensing.

CERTIFICATIONS & LICENSURE

20XX – Present Ohio State Board of Pharmacy Intern License, No. 12345678
20XX – Present APhA Pharmacy-Based Immunization Delivery
20XX – Present Cardiopulmonary Resuscitation / BLS
20XX – Present HIPPA Certified, The Ohio State University