

## 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 CV's 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 CV's present a scholarly identity, but they are also commonly used by many health professionals to present a professional identity. CV's 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	CV's 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	.6" to 1" on all sides
NAME	Place at top, centered	Place at top, centered – left or right are also acceptable
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.	Always included for pharmacy.



CATEGORY	CURRICULUM VITAE	RESUME
<b>ROTATIONS</b>	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.
<b>RESEARCH EXPERIENCE</b>	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.
<b>EXPERIENCE SECTION</b>	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.
<b>TEACHING EXPERIENCE</b>	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.
<b>PUBLICATIONS</b>	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).
<b>HONORS / AWARDS</b>	List vertically with date.	List horizontally or vertically depending upon space restrictions.
<b>LANGUAGES</b>	List vertically, with proficiency in reading, writing, and speaking.	List in separate section or within Skills section. List horizontally or vertically depending upon space.
<b>SKILLS</b>	Skills sections are not commonly found in an academic CV's. 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.
<b>PROFESSIONAL AFFILIATIONS</b>	List vertically. Include leadership roles and bullet points to detail duties and accomplishments.	Include if the affiliations are pertinent to the position.
<b>REFERENCES</b>	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.
<b>HEADINGS CAN BE ADDED BASED UPON YOUR UNIQUE EXPERIENCES AND BACKGROUNDS</b>	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 well before you begin typing. Before you start writing 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

CV's 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.
- **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.
- **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 (IPPE's, APPE's):** 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.

## Writing Bullet Points for CV's & 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. *A list of resume action verbs can be found on page five.*
- **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. *A list of pharmacy-related keywords can be found on page six.*
- **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 CV's 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**  
*Doctor of Pharmacy*

Columbus, OH  
May 20XX

**The Ohio State University, Honors Program**  
*Bachelor of Science in Biology*

Columbus, OH  
May 20XX

#### **LICENSURE & CERTIFICATIONS**

**Ohio State Board of Pharmacy, Intern License**  
*License Number: 12345678*

September 20XX – Present

**Delivering Medication Therapy Management Services in the  
Community Certificate Program**  
*American Pharmacist Association*

May 20XX – Present

**Pharmacy-Based Immunization Delivery Certificate Program**  
*American Pharmacist Association*

September 20XX – Present

#### **PROFESSIONAL PHARMACY EXPERIENCE**

**The Ohio State University, University Health Connection Clinic**  
*Pharmacy Intern and Administrative Assistant*

Columbus, OH  
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**  
*Intensive Care Unit: Scarlet Grey, PharmD*

Columbus, OH  
April 20XX

**The Ohio State University, Wexner Medical Center**  
*Elective Non-Patient Care: Jason Buckeye, RPh*

Columbus, OH  
March 20XX



**Uptown Pharmacy**

*Community Independent: Brenda Buckeye, RPh*

Grove City, OH  
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**

*Ambulatory: Jennifer Gray, RPh*

Columbus, OH  
January 20XX

- 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**

*Ambulatory: Sarah Buckeye, PharmD*

Athens, OH  
December 20XX

- 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

**INTERMEDIATE PHARMACY PRACTICE ROTATIONS**

**Kroger Pharmacy**

*Community: Brutus Buckeye, RPh*

Marysville, OH  
October – May 20XX

- 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**

*Hospital: Ben Gray, PharmD*

Columbus, OH  
April 20XX

- 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, 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 Ohio State undergraduate students

**American Cancer Society Relay for Life**

*Pharmacy Class of 20XX Team Captain* February 20XX – May 20XX

- 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**

Columbus, OH

*Volunteer* June 20XX – August 20XX

- Volunteered over 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 April 20XX – Present

Plough Pharmacy Scholarship May 20XX

Miller Pharmacy Scholarship May 20XX



## BRUTUS BUCKEYE

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

### EDUCATION

---

20XX – Present	<b>The Ohio State University, College of Pharmacy</b> Columbus, OH Pharm.D. Candidate, May 20XX
20XX – 20XX	<b>University of Michigan</b> Ann Arbor, MI B.S. Chemistry

### 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

### PHARMACY PRACTICE EXPERIENCE

---

Sept. 20XX – Present	<b>Mount Carmel East Hospital</b> <i>Pharmacy Intern</i> Columbus, OH Preceptor: A. B. Jones, Pharm.D. <ul style="list-style-type: none"><li>• Interact and effectively communicate with other healthcare professionals to minimize error and optimize patient care.</li><li>• Compound sterile IV products according to USP 797.</li><li>• Performed therapeutic drug monitoring for vancomycin to ensure therapeutic success.</li></ul>
Jun. 20XX – May 20XX	<b>Walgreens Pharmacy</b> <i>Pharmacy Intern</i> Columbus, OH Preceptor: Z. Buckeye, Pharm.D. <ul style="list-style-type: none"><li>• Counseled patients on proper medication use and recommended appropriate over-the-counter drug options.</li><li>• Administered over 20 influenza vaccinations and educated patients on wellness and prevention.</li><li>• Performed MTM services using the Outcomes program.</li></ul>



## **ADVANCED PHARMACY PRACTICE EXPERIENCE**

---

Apr. 20XX	<b>The Ohio State University Wexner Medical Center</b> <i>Intensive Care Unit</i> Columbus, OH Preceptor: T. Gray, RPh
Mar. 20XX	<b>Uptown Pharmacy</b> <i>Community Independent Pharmacy</i> Grove City, OH Preceptor: J. Scarlet, Pharm.D.
Feb. 20XX	<b>Kroger Pharmacy</b> <i>Community Pharmacy</i> Worthington, OH Preceptor: D. Llyod, Pharm.D. <ul style="list-style-type: none"><li>• Participated in accurate prescription processing and patient counseling.</li><li>• Performed MTM services using the Outcomes program</li><li>• Screened patients for diabetes with point-of-care testing services at wellness screenings.</li></ul>
Jan. 20XX	<b>North Shore University Health System Hospital</b> <i>Inpatient Pharmacy</i> Highland Park, IL <ul style="list-style-type: none"><li>• Gained knowledge in aseptic technique, inpatient drug distribution, automation, clinical pharmacy services, and clinical technician services.</li><li>• Conducted patient assessment, medication reconciliation, anticoagulation and heart failure medication counseling.</li></ul>

## **INTRODUCTORY PHARMACY PRACTICE EXPERIENCE**

---

March 20XX	<b>The Ohio State University Wexner Medical Center</b> <i>Health-System Pharmacy, Surgical ICU</i> Columbus, OH Preceptor: A. Sylvan, Pharm.D.
Sept. 20XX – May 20XX	<b>CVS Pharmacy</b> <i>Community Pharmacy</i> Upper Arlington, OH Preceptor: D. Bell, RPh
Oct. 20XX – Apr. 20XX	<b>Imperial Garden Community Center</b> <i>Geriatric Experience</i> 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.