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| Guide to Writing your Pharmacy resideny CV |  |
| [TYPE THE SENDER COMPANY ADDRESS] |

«Step 1: Start with a message»

Residency directors (RD’s) need to understand how your experience, skills, interests and values make you a good match for  their program. In your CV, also known as your curriculum vitae, you will have 3‐8 pages to layout evidence that makes  your case. But, before you begin writing, consider what overall message you want to convey with the data you share in  your CV. What do you want the RD to know about your academic background, clinical, teaching, research  and leadership experiences (both paid and unpaid)? What information will clearly demonstrate that you have the  required training and skills to be successful and that your presence will be a positive addition to the residency program?

**What do resident directors look for in applicants?**

RDs may vary in terms of how much value they place on a particular type of experience. However, in  general, they tend to look for candidates who have a range of clinical experiences and skills (as demonstrated through  clinical rotations and internships), strong pharmacotherapy knowledge (acquired through education and clinical  experiences), a strong work ethic and commitment to the field (demonstrated through university and/or community  leadership and/or service), an ability to work in a team environment, leadership skills, strong communication skills, and in  some cases research experience. Therefore, consider incorporating the following type of information into your CV. This  type of information will help support your argument that you would be a good match for the residency.

**• Academic training** (Include where you went go to school, degrees/specialties, date of expected graduation, certifications/licenses,  specialized trainings, honors and awards)

**• Professional skills and Experience** (Include relevant clinical, work, volunteer, and school activities such as: clinical clerkships, pharmacy practice  experiences (internships), research experience, leadership experience, community health/public health/ health‐ related experience, teaching experience, management/supervision experience, counseling/mentoring/advocacy  experience, international/global health experience, population specific experience (i.e. underserved population  focused experience), clinical projects, presentations, conferences publications, language skills)

The sum of these relevant experiences is your message. So how do you use your CV to share this message? By organizing  your experience in an easy to read outline made up of descriptive section headings.

«Step 2:Arranging the outline of your CV and choosing descriptive headings highlighting experience»

**How to Organize Document**

Think of your document as being divided into 3 sections:

A. Academic training – educational background

B. Relevant professional skills and experience – clinical, work, volunteer and school activities

C. Outcomes ‐ accomplishments/outcomes/results/ from educational and professional experiences

The 3 sections above are an invisible backdrop or framework for your document and not the actual headings.

Below are examples of headings you might use in each of the sections.

A.**Academic Training** – Start with your education at the top of your document. The RD  needs to know you  are academically qualified for the residency program. Example Headings Education Certifications  (this heading can also be placed toward the end of the document in the outcomes section)

**B.  Relevant Professional Skills and Experience** – Your skills and experience are detailed in the body of your document.  On average students choose 5 or more headings from this section to organize and highlight their skills and experience  in an easy to read format for the RD.

**Example Headings**

Clinical Clerkships (or Clinical Rotations)

Public Health Leadership and Service

Pharmacy Practice Experience

University Leadership and Service

Research Experience

Underserved Population Focused Experience

Teaching Experience

International Health

Leadership Experience

Global Health

Leadership and Service Experience

Health Promotion

Community Service

Advocacy and Outreach

Community Health Experience

Management Experience

Health Related Experience

Clinical Research Experience

Public Health Experience

Public Service Experience

**C.  Outcomes –**In the last section of your CV, include the accomplishments/results/outcomes from having been involved  in the above educational and professional experiences.

**Example Headings**

Presentations

Honors and Awards

Specialized Training and Certifications

Professional Associations

Clinical Projects

Conferences

Publications

Language Skills

You tailor your experience to the residency position by using descriptive headings and organize the headings within each section according to your strengths and what you believe is most relevant to the RD.

«Step 3: Fill in the content and describe experience in a way that is relevant to the residency»

Students often question what and how much content to include under each experience. When describing clinical and  non‐clinical experience, you want to include 5 content areas: setting you worked in, team you worked on, populations you served, clinical issues you dealt with, and your accomplishments and skills. In terms of content length, as samples will  show, it ranges from 2 – 6 bullets or 4 – 8 lines of text. Usually more than that, can be onerous for an RD to  read.

Below are examples of the 5 content areas to include in your text highlighted in different colors.

**Clinical Example**

Pediatrics. Inpatient Clerkship         (Month‐Month Year)  University of California Children’s Hospital. Preceptor: Matt Cunningham, Pharm.D. Participated on the pediatric renal transplant, rheumatology and immunology, and pulmonology teams in the teamdirected approach to drug therapy selection, drug dosing, and monitoring response to therapy. Additional responsibilities included medication history interview, pharmacokinetic monitoring, medication counseling, discharge planning, and in‐service education to medical team.

• Setting

• Population

• Who you worked with

• Clinical issues you addressed

• Achievements/skills

**Non‐Clinical Example**

Student Instructor for Expanding Education Through Social Action  (Month Year‐Month Year) Course sponsored by Cal Corps, Northeastern University

Taught service learning course for fifteen undergraduate students, arranged speakers for course, led discussions on topics such as multiculturalism, health care, hunger and homelessness, assisted students with volunteer placements in  the community, maintained records of volunteer hours and course attendance.

• Settings

• Issues you addressed

• Who you worked with

• Population you served

• Achievements/skills

In some cases it may not be possible, or necessary, to include all 5 content areas in your description. However, when relevant, provide this information.  By sharing this level of detail, RDs can see you are comfortable working in a variety of settings, with a diverse group of health professions and/or patient populations, and that you are familiar with a range of health issues.

«Step 4: Formatting»

Suggestions to help your document content stand out

• Margins: Top/bottom margin  = .5 and Right/left margin = .5 to 1 inch

•Fonts: Times New Roman, Calibri, Cambria, Garamond, Helvetica, Arial Narrow, Optima, Palatino,

etc…

• Font Size: 10‐12 font (With smaller fonts like Times New Roman don’t go below 11)

• Headings: Bold and capitalize

•Indent /bold/capitalize/bullet content in document that you want the reader to notice upon first glance (use bold and italics sparingly and to highlight most important information in each section)

•Content descriptions can be presented in bullet form or paragraphs (length of descriptions range from 2 – 6 bullets or 4 – 8 lines of text)

•Document Length: 38 pages long (It is recommended limiting document to no more than 7 pages)

•Put name and page number on each page in the upper right header or lower right footer (do not include first page which has your contact information already listed)

• Do not include personal information (i.e. birth date, birth city, personal marital status, photos)