Curriculum Vitae (CV) TEMPLATE INSTRUCTIONS

WHAT IS A CURRICULUM VITAE (CV)?

Curriculum vitae (CV) is a Latin expression that, in a summary, translates to: "course of life." It provides a summary of one's experience and skills. Typically, CVs are longer than resumes and will increase in length over time. For example, experienced clinicians and faculty CVs can be 20 to 30+ pages in length.

CVs are used for applications for internships, scholarships, residencies, postgraduate positions (i.e., jobs) and more.

CVs include information on one's academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements. CVs include more information, particularly related to academic background.

WHAT ABOUT A RESUME?

Many positions ask for a CV rather than a resume, however there may be cases in which you are asked to submit a resume instead of a CV. You may also be required to transfer information from a CV or resume to an online job site. Drafting a resume or submitting online is easier when you have a well-designed CV to start from, rather than starting from scratch. It is often easier to trim a CV to resume format than to transform a resume to CV format.

HOW SHOULD I USE THIS CV TEMPLATE?

This template is designed to help you, as a student pharmacist, best display your activities and achievements. This template can be modified to suit you. You may change the order of sections or other formatting as you wish; however, the order that is in this template is one that is commonly seen and often makes sense with regards to flow for a person reviewing a CV for positions such as internships, residency, etc.

Follow these instructions and recommendations listed below:

1. **What each section is for and some helpful tips:**
   a. Contact information at start of CV
      - Only list "nickname" if appropriate and/or is the name you are often called. For example, Kathryn vs Kate or Katie.
   b. EDUCATION
      - Recommended format of dates on items:
        - mm/yyyy (Example: 06/2018)
        - Month year (Examples: June 2018, Jun. 2018)
      - If you did not complete your degree for a given program (e.g., Bachelor of Science, Biology) then you should not list the degree, rather list dates in that program and remove the completed section in the template
      - If you did the Arizona Area Health Education Scholars Program or the Rural Health Professions Program, you have examples of listing on the

CV template. Remove if not applicable to you.

c. PROFESSIONAL EXPERIENCE AND EMPLOYMENT
- For employment, internships, traineeships,
- Also can be used for volunteer experience, but you should list it has such.
- You should always list the credentials of individuals you list in your CV (e.g., supervisors, preceptors, etc.) – Example: Jane Smith, PharmD, FCCP, BCPS. Including names of supervisors is not required, though can be helpful in certain situations. If one supervisor is listed, all should be listed to be consistent. Please understand RPh is a designation that the person is licensed to practice in a given state, BSPharm is listed for individuals who do not hold a PharmD.
- Your bullets should be in the past tense for positions in the past, and for current positions, the bullets should be in the present tense.

d. EXPERIENTIAL EDUCATION
- For your APPE, IPPE rotations as well as IPEP experiences
- The SOAR IPPE has been added for you, select your designated preceptor and remove the other option listed, insert your SOAR site information.
- List all scheduled APPE rotations
- You should always list the credentials of individuals you list in your CV (e.g., supervisors, preceptors, etc.) – Example: Jane Smith, PharmD, FCCP, BCPS. Including names of preceptors is not required, though can be helpful in certain situations. If one supervisor is listed, all should be listed to be consistent.
- Your bullets should be in the past tense for rotations in the past, and for current rotations, the bullets should be in the present tense.

e. RESEARCH & QUALITY IMPROVEMENT EXPERIENCE
- When listing projects (section on RESEARCH AND QUALITY IMPROVEMENT), you should list all your co-investigators in the agreed upon order that your project's preceptor/senior investigator decides and bold (or otherwise denote) your name in the listing and preceptor listed as last author. Example: Smith B, **Robinson A**, Morris M. Survey of student perspectives on curriculum change. The University of Arizona
- If you presented the project in a poster or oral presentation, list as bullet under the project listing in this section. Do not repeat this listing in your POSTER PRESENTATION section.

f. PUBLICATIONS
- There are actual peer-review publications (think of literature in journals, book chapters, case reports that are published in a journal, etc.)
- Newsletters, brochures, etc. for an institution are NOT publications, these can possibily be listed as a service contribution under "Professional Service"
- When listing publications, you should list it like a journal citation

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- o Style-wise some professionals bold their name in the listing (see example below) to showcase their role/involvement in the publication.
- An example of guidance about how to reference items can be listed

is:http://www.ajhp.org/sites/default/files/assets/AJHP%20PDF%20FIL
ES/AJHP-references-in-AJHP-style.pdf
Example: Luecke CM, Liviskie CJ, **Zeller BN**, Vesoulis ZA, McPherson Acetaminophen for patent ductus arteriosus in extremely low-birth-weight neonates. J Pediatr Pharmacol Ther. 2017 Nov-Dec;22(6):461-466.

g. TEACHING EXPERIENCE
   - This is an optional section if you have additional experience as a TA or helped teach a course
   - This is NOT for listing presentations as part of a course/class as a student (e.g., class presentation for an assignment as a student in a class)…

h. PRESENTATIONS
   - **Poster Presentations**
     - These are posters presented in local, state, and national conference/forums. If presented more than once, list only the most prominent, i.e., national over state over local presentation
     - These should not be duplicative of other items in your CV
     - As stated previously, you should list all your co-investigators in the agreed upon order that your project's preceptor/senior investigator decides and bold your name in the listing and preceptor listed as last PUBLICATIONS
   - **Oral Presentations**
     - This does NOT include presentations in a course/class
     - This includes topic presentations, journal clubs, etc. as part of experiential education (rotations) or other experiences (guest speaking at a conference)
     - List type of attendees (e.g., physicians, nurses, pharmacists, etc.)

i. HONORS & AWARDS

   - Scholarship, award, honor item
   - List items that are **merit based** (i.e., not given to everyone)
   - List items that are awarded to one/few
   - List who issued the scholarship/award/honor
   - **This section can be towards the front (as listed in template) if you have a lot of awards/honors/scholarship etc, but if not, would move it to after "Professional Service" and before "Additional Training/Skills"**
   - Do NOT add the pharmacy grant/scholarship in this section (the one that goes to all students if they fill out the FAFSA and complete the Scholarship Universe application)

j. PROFESSIONAL SERVICE
   - This includes leadership positions and your membership listings and activities
   - List your role, the organization

- Provide brief description of your responsibilities in this role
- Organizations you are a member of and what you did as a member

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- Be careful – list the specific organization. For example: APhA vs APhA-ASP. If you are listing yourself as "President" for APhA, that is likely not the case…it is probably "President" of APhA-ASP
- Other professional community service
  - For any community service events that you did that do not fall under a professional or other affiliation listed previously
- Your bullets should be in the past tense for positions in the past, and for current positions, the bullets should be in the present tense.

k. PROFESSIONAL LICENSURES AND CERTIFICATIONS
  - For issuer of certificate or license
    - For national certifications such as Basic Life Support (BLS) list accordingly (e.g., American Heart Association)
    - For state license, list as with state who issued (e.g., Arizona Pharmacy Intern License, Arizona State board of Pharmacy)

l. ADDITIONAL TRAINING/SKILLS
  - For college specific trainings, list as University of Arizona College of Pharmacy
  - For additional skills such as language, but **do not** list things that are assumed such as MS Office, Powerpoint, etc.

2. Formatting

a. The coloring on the CV template is intended to help you understand what you need to complete and what is optional
  - RED - STUDENT TO FILL IN
  - BLUE - OPTIONAL SECTIONS/PARTS, REMOVE/DELETE IF NOT APPLICABLE/USED
  - BLACK - LEAVE FORMATTING, but remove section if not applicable (yet)

b. As you complete sections, change the color to black. That way you know colored areas are still blank and should be deleted from a submitted version. Your final version that is submitted for portfolio, work applications, etc. should be all in black ink color.

c. Recommended order in which items should be appear, under EACH SECTION, is: REVERSE CHRONOLOGICAL -- and **BE CONSISTENT** THROUGHOUT THE CV, meaning most recent 1st then downward to least recent (past)

d. Spacing between each main section should be consistent (usually 2 lines). Avoid overcrowding text

e. **Formatting of font and size should be consistent throughout, usually Arial (11 point) or Times New Roman (11 point)**

f. Recommended format of dates on items, and again, **BE CONSISTENT**

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throughout your document:

- MM/YYYY (Example: 06/2018)

- Month year (Examples: June 2018, Jun. 2018)

  For specific events like health fairs or presentations, provide the exact date, not just the month.

g. For bulleted items
  - The number of bullets for item listings should be no more than 3-4 bullets each; however, if you have lots of items, consult your advisor/mentor as to how best to prioritize which should appear on your CV
  - For activities, use active verbs
  - Be concise and list things that are novel or different. Try not to list items/responsibilities/activities that are general in nature or that are assumed (e.g., "Dispensed and labeled medications")

h. Avoid hanging section headers at bottom of pages with nothing listed immediate below it

i. Avoid single line items at top of page, if possible

j. **Always spell check carefully!**

k. Avoid too much use of bold, italic, etc. – **keep it clean and easy to read**

3. Other helpful tips

a. Do NOT list meeting or conferences attended. This really does not matter to those who review candidates for positions.

b. Maintain your CV regularly (e.g., monthly; keep it up to date, especially when you are on rotations. Doing so will be helpful as you will more easily remember what you have accomplished.

c. Save each new revision with a date, so you have back files in case you need them.