



# Maximizing your CV: Strategies for standing out and succeeding

This comprehensive guide was meticulously curated by various members of the Education and Training Subcommittee of the 2023–2024 Pharmacy Residency and Fellowship Standing Committee.

## FORMATTING TIPS:

- Use invisible tables to help keep text aligned.
- Use active voice when describing activities. Start sentences with words like “educated,” “conducted,” “reviewed,” and “engaged.”
- List past or current items in reverse chronological order.
- Include upcoming events at the end of each list in chronological order with the expected date and the word “anticipated”
- Order sections as follows:
  - **First:** Header, Education, Professional Experience, APPEs.
  - **Interchangeable Middle:** Research/Publications, IPPEs, Leadership Roles, Organizational Involvement/Membership/Volunteering, Nonprofessional Involvement/Work Experience, Presentations, Professional Activities.
  - **Last:** Licensure and Certifications (for now—these are expected of you!)
- Aim for about six bullet points for recent and relevant experiences (e.g., APPEs, current internship) and about three bullet points for older experiences (e.g., IPPEs).
- Try to keep bulleted descriptions of activities/events to a single line.
- If including any supervisor or manager’s names, ensure correct credentials and/or board certifications.

Joseph Sample  
City, State  
Phone number/email

#### **EDUCATION:**

- List pharmacy school or current educational experience first. Include anticipated graduation date if the educational experience is ongoing.
- Include certificate programs as applicable (ex: Pediatric Certificate from University of Cincinnati).
- Include GPA if it is greater than 3.50.

#### **WORK EXPERIENCE:**

- Avoid the temptation to list basic work responsibilities. Include unique experiences.
- Include your supervisor or pharmacy manager's name.
- Exclude high school work experiences.

#### **EXPERIENTIAL LEARNING (APPE/IPPE):**

- Include site, type of rotation, and preceptor.
- For APPEs, include a brief description.
- If you have significant work experience after graduation to highlight, consider eliminating brief APPE descriptions of nonrelevant experiences (e.g., if applying to a hospital residency, eliminate community experiences).

#### **LEADERSHIP EXPERIENCE:**

- Don't be afraid to include nonpharmacy experiences.
- Include formal leadership positions in organizations, labs, and larger projects.
- Some work experiences may fit here better—think about tutoring, time as an activity instructor, and unpaid work.

#### **RESEARCH:**

- Add major research experiences through a specific pharmacy course, APPE rotation, or work setting.
- Include adviser and team member names (if applicable) with professional titles.
- Exclude undergraduate research experiences unless a paper was published or a poster was presented.

#### **FORMAL PRESENTATIONS:**

- Include select presentations that showcase your efforts (e.g., in-services, continuing education, case presentations, etc.).
- Include presentation name/topic, brief description, and audience (the more specific the better).

#### **PROFESSIONAL MEMBERSHIP:**

- List pharmacy organizations in which you participate, regardless of leadership position.
- Include all levels of membership—school, local, state, and national.
- No need to expand on leadership responsibilities here! That's what the leadership section is for.

#### **SCHOLARSHIP/AWARDS:**

- Consider adding a bulleted description of the scholarship/award.
- Avoid undergraduate awards, if possible.
- Any dean's list designations may be acceptable.

#### **COMMUNITY SERVICE:**

- Include activity in any type of community service after graduation from pharmacy school.
- You might consider combining or separating pharmacy-specific service.
- Choose events that you are passionate about and can speak to at interviews.

#### **LICENSURE/CERTIFICATION:**

- Include all professional license(s) with license number, state of licensure, and issue date.
- If applicable, include:
  - Research training (e.g., CITI training).
  - Basic/advanced cardiac life support certifications.
  - Immunization or medication therapy management (MTM) certifications.

#### **MISCELLANEOUS:**

- If you have significant project management experience (e.g., longitudinal service development, implementation, and/or optimization), consider creating a project management section to highlight your achievements.