



PHARMACY *VIS/ON* 20/20

CSHP SEMINAR 20 • OCTOBER 21-25
Disneyland

CURRICULUM VITAE *WHERE TO BEGIN*



MANDY MORRIS, PHARM.D, BCPS, BCCCP
PGY1 RESIDENCY PROGRAM DIRECTOR
UCSF MEDICAL CENTER

CSHP SEMINAR 2020



Learning Objectives



IDENTIFY APPROPRIATE CONTENTS OF A CURRICULUM VITAE



DESCRIBE ELEMENTS OF STYLE THAT SHOULD BE CONSIDERED WHEN COMPILING A CURRICULUM VITAE



DESIGN A CURRICULUM VITAE THAT PROFESSIONALLY PRESENTS YOUR ACCOMPLISHMENTS



Branding in Action

What's your brand?

- **Personal Branding**

- How you promote yourself
- A strong personal brand can lead to job interviews and career advancement

- **Components...ie. Self-Packaging**

- Performance (Classroom, IPPE, APPE)
- Quality of Work (Projects, Topic Discussions)
- Professionalism (Verbal and written communication)
- Letter of Intent | Resume | CV



JUST DO IT.



Curriculum Vitae

- Curriculum Vitae (Latin) = “the course of one’s life”
- Often an employer’s FIRST impression of your credentials and accomplishments
- There is not a “right” way to do a CV
 - However there are some best practices and professional guidelines





Curriculum Vitae

The Basics



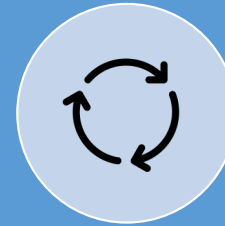
Clear



Complete



Concise



Consistent



Current



Formatting

General Guidelines

- Easy to read font
 - Personal choice; make it easy to read
 - Standard font used (Times New Roman, Arial, Calibri, etc.)
- Font size is appropriate (10-14)
- 0.5-1" margins
- **PROOFREAD, PROOFREAD, PROOFREAD!**
- PDF when submitting to retain formatting



Clear



Content

Make sure it is all there



Complete

- **Use clear title headings**
 - Information is easy to locate
 - Sections are listed in order of importance
 - Will change for each individual
 - Most important experience(s) highlighted
 - Activities or items under each section are in reverse chronological order
 - Preceptors/supervisors names are included
- **Pre-pharmacy information is NOT included EXCEPT:**
 - Relevant work experience or healthcare-related service
 - Prior degrees
 - Unique accomplishments
 - Healthcare-related research / publications / posters



Areas to Cover

Examples

- **Clear and distinguishable category headings**
 - Education
 - Work Experience
 - Clerkship Rotations
 - Presentations & Publications
 - Honors & Awards
 - Leadership
 - Professional Organization Membership
 - Professional and Community Service
 - Credentials / Licenses / Certifications
 - Other special experiences or skills

Should be comprehensive of YOUR experiences...adjust section titles to suit your needs

<https://www.ashp.org/Pharmacy-Student/Career-Development/CV-Development/Preparing-Your-Curriculum-Vitae>





Quality over Quantity

Leadership Roles

- **Showcase your genuine interests**

- Finite amount of time in pharmacy school
- Prioritize activities where your interest is genuine



- **Example**

- **Less meaningful** = 5 professional organizations but level of involvement or roles are unclear or poorly defined
- **More meaningful** = 1 professional organizations where you assumed a major role or made significant contributions



Descript & Succinct

Balancing Act



Concise

- **Provide concise, descriptive text for each experience**
 - Range 3-5 bullets
 - Highlight unique experiences or higher levels of responsibility
 - Information is descriptive but does not overload the reader
- **All activities and acronyms should be explained**
 - Consider the person reviewing your application (RPD, administrator, resident)
 - Do not assume that everyone knows what your activities mean



Descriptive Text

A How-To-Guide

- **Key Elements of Excellent Descriptive Text**
 - 1. Setting
 - 2. Population
 - 3. Clinical content
 - 4. Clinical competencies & responsibilities
 - 5. Teams you worked with



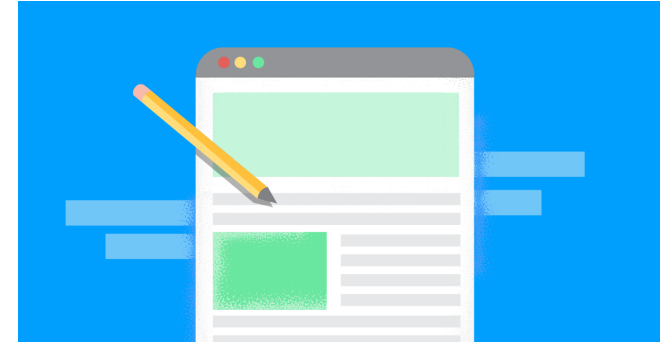
<https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/UCSFOCPDPreparingAStrongPharmacyResidencyApplication.pdf>





Writing Tips

Action Verbs



- **Utilizes technical vocabulary and action verbs**
 - Action Verb List
- **Write in past tense** (unless it is a current job/responsibility)
- **Personal pronouns (I, me, my) are avoided**
 - Use third person



Active Verb List

Management	Communication	Research	Clinical	Technical	Teaching	Creative	Helping	Admin
achieved	addressed	clarified	Measured	analyzed	adapted	acted	advised	activated
administered	arbitrated	collected	tabulated	assembled	advised	applied	aided	altered
analyzed	arranged	conceived	triaged	built	clarified	composed	assessed	assembled
assigned	authored	critiqued	treated	calculated	coached	conceived	assisted	approved
attained	communicated	detected	screened	computed	communicated	conceptualized	brought	arranged
chaired	corresponded	diagnosed	adjusted	designed	coordinated	created	clarified	catalogued
conceived	counseled	disproved	calibrated	devised	defined	designed	coached	classified
contracted	developed	evaluated	examined	engineered	developed	developed	coordinated	collected
consolidated	defined	examined	formulated	fabricated	enabled	directed	counseled	compiled
coordinated	directed	extracted	researched	inspected	encouraged	established	dealt	described
decided	drafted	identified	educated	maintained	evaluated	fashioned	demonstrated	dispatched
delegated	edited	inspected	tested	operated	explained	formed	diagnosed	edited
developed	enlisted	interpreted	operated	overhauled	facilitated	formulated	educated	estimated
directed	formulated	interviewed	reconciled	programmed	guided	founded	encouraged	executed
encouraged	influenced	investigated	experimented	remolded	informed	illustrated	enlisted	gathered
evaluated	interpreted	organized		repaired	initiated	integrated	expedited	generated
executed	lectured	researched		solved	instructed	introduced	facilitated	implemented
handled	mediated	reported		trained	lectured	invented	familiarized	inspected
implemented	moderated	reviewed		upgraded	persuaded	molded	guided	listed
improved	motivated	searched			presented	originated	helped	maintained
incorporated	negotiated	studied			set goals	perceived	inspired	monitored
increased	persuaded	summarized			stimulated	planned	maintained	observed
inspired	promoted	surveyed			taught	produced	modified	operated
launched	publicized	systematized			trained	refined	performed	organized
led	reconciled	wrote			updated	rewrote	referred	overhauled
managed	translated					updated	rehabilitated	prepared
motivated	renegotiated						represented	processed
organized	reported						supported	proofread



Questions to Consider

Writing Descriptive Text

- **Clinical Rotation**

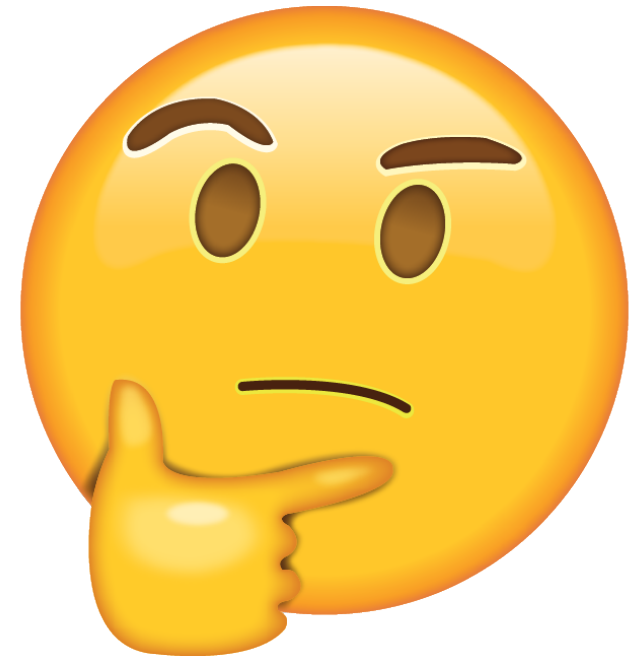
- What was the patient population?
- How many patients did you follow daily?
- What breadth of skills did you perform?

- **Administration**

- What projects did you work on?
- What was the impact of such projects?

- **Operations**

- What type of facility or healthcare system?
- What specific activities did you complete?





Projects & Research

Putting it to paper



- **Include unpublished research or projects**
 - Include a brief description of the project, its current state and your role / contributions
 - List all authors and title of project (bold your name)
- **Find forums to present your research or projects**
 - **Local:** School of Pharmacy Poster Session
 - **State:** CSHP Seminar – (Annually in October)
 - **National:** ASHP Midyear – Annually in December



Consistency is the Key!



- Style and section formatting is consistent throughout
- Key pieces are easy to find
- Don't overdo **bold**, *italic*, or underline
- Utilize bullets to break up paragraphs

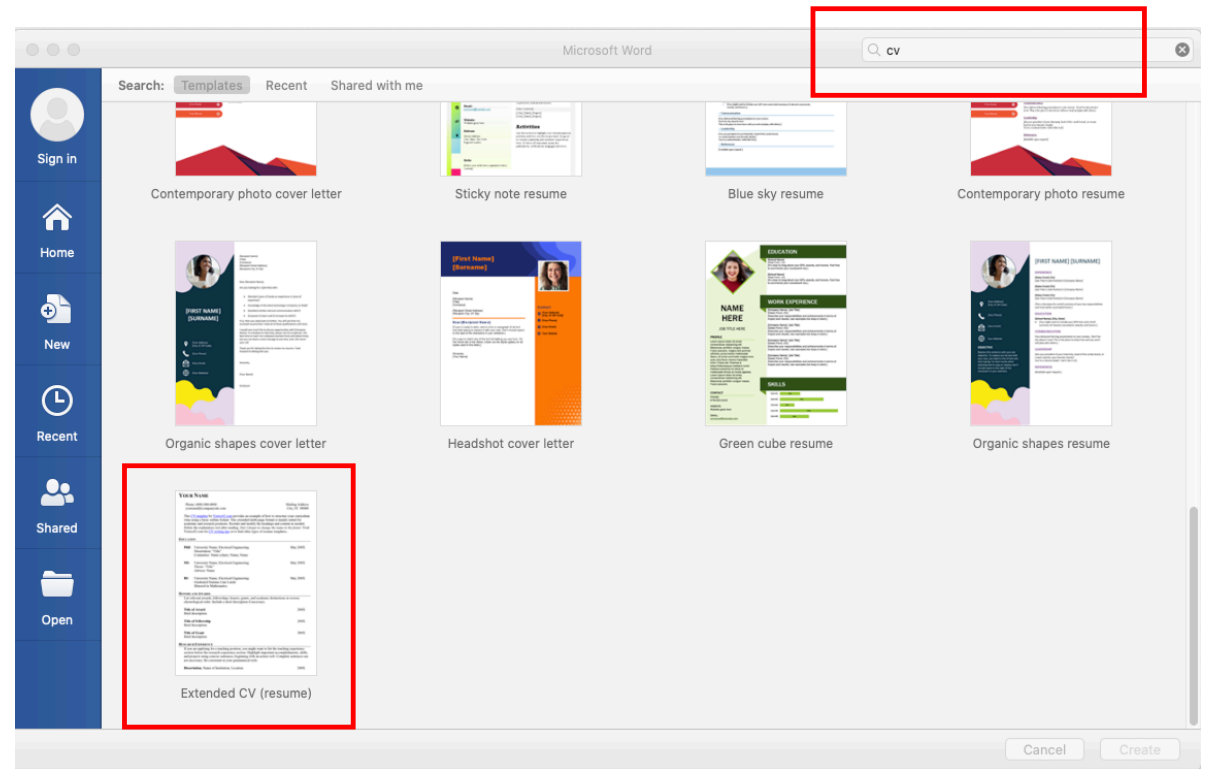




Formatting

Tips & Tricks

- **Alignment of text**
 - **Tab alignment**
 - Format > Tabs > Tab Stops
 - **Table**
 - Insert table (no borders)
- **Microsoft Word Template**
 - Search “CV”





Sample CV: P1

Includes undergraduate work experience

Includes relevant, non-pharmacy Experiences as well

MINNIE MOUSE

Minnie.Mouse@ucsf.edu | 123 9th Ave, San Francisco, CA 94112 | (415) 999-9999

EDUCATION

University of California San Francisco, Doctor of Pharmacy, GPA: 4.000/4.000 Expected 03/2018

University of California Los Angeles (*magna cum laude*, GPA: 3.846/4.000) 09/2009 – 06/2013

- Bachelor of Science with Departmental Honors in Microbiology, Immunology, and Molecular Genetics

CERTIFICATIONS

Certified by American Heart Association to provide CPR/BLS (expires 2016) 09/2014

Certified by American Pharmacists Association to provide Pharmacy-Based Immunization Delivery 10/2014

PHARMACY PRACTICE EXPERIENCE

Pharmacy Intern 01/2015 – Present

San Francisco State University Student Health Services Preceptor: Lien Ho, PharmD

- Counsel undergraduate students on proper medication use, interpret written prescriptions, work with clinic staff and physicians, receive oral prescriptions, and process and dispense medications.

Pharmaceutical Assistant 11/2013 – 04/2014

Wellman's Pharmacy | San Francisco, CA Preceptor: Peter Lo, PharmD

- Assisted in independent pharmacy with processing and dispensing medications to Chinese speaking elderly population, and filing of confidential patient information.

Dispensary Assistant 04/2013 – 09/2013

Venice Family Clinic | Los Angeles, CA Preceptor: Sherri Matsumiya, PharmD

- Dispensed prescription medications for an uninsured population of individuals that includes primary Spanish speakers, maintained inventory items, and managed data entry.

INTRODUCTORY PHARMACY PRACTICE EXPERIENCE

HIV Specialty Pharmacy 03/2015 – Present

Walgreens | San Francisco, CA Preceptor: Andrew MacDonald, PharmD, AACP

- Counsel immunocompromised patients on the proper use of over-the-counter medications.

CUSTOMER SERVICE EXPERIENCE

Cashier 04/2014 – 08/2014

CVS Pharmacy | San Francisco, CA

- Provided customer service in high volume store by assessing customer's needs, answering phone calls, and providing information on products. Handled purchases, exchanges, and returns following store policies.

Resource Librarian 10/2013 – 08/2014

University of California, San Francisco

- Managed day-to-day running of the Resource Center by providing customer service to SFUSD K-12 teachers and UCSF faculty and students, and organizing hands-on science materials.

LEADERSHIP EXPERIENCE

Project Brown Bag Coordinator 04/2015 – Present

University of California, San Francisco Faculty: Audrey Lee, PharmD, BCPS

- Provide one-on-one medication consultations for patients in order to increase patients' knowledge about their medications and to identify any potential medication-related problems.
- Piloting transition of handwritten medication lists to an electronic system.



Sample CV: P4

Using a table format design

Undergrad work experience is removed

IPPE experiences have been pushed down, and now APPEs are first

MINNIE MOUSE

Minnie.Mouse@ucsf.edu | 123 9th Ave, San Francisco, CA 94112 | (415) 999-9999

EDUCATION	
09/2014 - present	University of California, San Francisco (UCSF) - School of Pharmacy Doctorate of Pharmacy Candidate Expected Graduation: April 2018
09/2009 - 06/2013	University of California, Los Angeles (UCLA) Bachelor of Science with Departmental Honors in Microbiology, Immunology, and Molecular Genetics, <i>magna cum laude</i>
PHARMACY PRACTICE WORK EXPERIENCE	
06/2015 - Present	Kaiser Permanente Medical Center, San Francisco <i>Intern Pharmacist</i> Medication Therapy Management Ambulatory Care Pharmacy Supervisor: Janice Van Quota , PharmD <ul style="list-style-type: none">Conducted patient outreach to improve adherence, assess appropriateness, and optimize drug regimens for patients with chronic diseasesPerformed MTM services in Mandarin, Cantonese, Russian, and Spanish via interpreterPiloted and implemented Healthconnect messagingTrained UOP and UCSF APPE students in MTM workflow Inpatient Pharmacy Supervisor: Laura Stephens, PharmD <ul style="list-style-type: none">Supported inpatient pharmacy in a 247-bed hospital through unit-dose preparation, medication delivery, oral compounding, and call triage Outpatient Pharmacy Supervisor: Matthew Cyril , PharmD <ul style="list-style-type: none">Processed verbal, written, and electronic orders for a high script volume pharmacyProvided medication counseling on prescription and over-the-counter medications to patients in English and Mandarin
01/2015 - 03/2017	San Francisco State University Student Health Services <i>Intern Pharmacist</i> Supervisor: Lien Ho, PharmD <ul style="list-style-type: none">Executed outpatient pharmacy workflow tasks including: counseling students on proper medication use, assessing appropriateness of prescriptions, and processing and dispensing of medications
ADVANCED PHARMACY PRACTICE EXPERIENCES	
<i>Anticipated Rotations</i>	
02/2018 - 03/2018	Ambulatory Care Oncology, San Francisco Veterans Affairs Medical Center Preceptor: Tiffany Dea , PharmD <ul style="list-style-type: none">Review chemotherapy orders for accuracy and appropriateness; perform patient counseling and monitoring of chemotherapy
01/2018 - 02/2018	Walgreens, UCSF Will Berry Union Preceptor: Luong Thai, PharmD <ul style="list-style-type: none">Process and obtain prior authorizations; provide medication counseling for the UCSF Meds to Beds delivery program



Sample CV: PGY1

Changed title headings as experiences and needs changed

PGY1 work experience highlighted

PGY1 rotations on top; APPE & IPPE fall down from page 1

MINNIE MOUSE

Minnie.Mouse@ucsf.edu | 123 9th Ave, San Francisco, CA 94112 | (415) 999-9999

EDUCATION & POST-GRADUATE TRAINING	
07/2018 - Present	University of California, San Francisco (UCSF) Medical Center PGY1 Pharmacy Residency Residency Director: Amanda Morris, PharmD, BCPS, BCCCP
09/2014 - 03/2018	UCSF School of Pharmacy Doctor of Pharmacy
09/2009 - 06/2013	University of California, Los Angeles (UCLA) Bachelor of Science with Departmental Honors in Microbiology, Immunology, and Molecular Genetics, <i>magna cum laude</i>
PROFESSIONAL EXPERIENCE	
07/2018 - Present	UCSF Medical Center San Francisco, CA PGY1 Staffing and Operational Roles Supervisors: Megan Conrad, PharmD; Ashley Thompson, PharmD, BCPS, BCCCP <ul style="list-style-type: none">Verified orders and performed clinical reviews on medical/surgical unitsServed as Pharmacist-In-Charge (PIC) and directed main pharmacy workflow tasks including call triage, hospital-wide order verification, and sick call managementVerify and compound sterile IV products (<i>anticipated</i>)
06/2015 - 04/2018	Kaiser Permanente Medical Center San Francisco, CA Intern Pharmacist Supervisors: Janice Yon Yon , PharmD; Laura Stephens, PharmD <ul style="list-style-type: none">Conducted patient outreach to improve adherence, assess appropriateness, and optimize drug regimens in medication therapy management ambulatory care pharmacySupported inpatient pharmacy in a 247-bed hospital through unit-dose preparation, medication delivery, oral compounding, and call triageProcessed and dispensed medications for high script volume outpatient pharmacy
01/2015 - 03/2017	San Francisco State University Student Health Services San Francisco, CA Intern Pharmacist Supervisor: Lien Ho, PharmD <ul style="list-style-type: none">Executed outpatient pharmacy workflow tasks including counseling students on proper medication use, assessing appropriateness of prescriptions, and processing and dispensing of medications
PGY1 RESIDENCY LEARNING EXPERIENCES	
05/2019 - 06/2019	Pediatrics (<i>Anticipated</i>) Preceptor: Julie Dong, PharmD
04/2019 - 05/2019	Ambulatory Care Clinics (<i>Anticipated</i>) Preceptors: TBD
02/2019 - 04/2019	Drug Policy (<i>Anticipated</i>) Preceptor: Candy Tsourounis, PharmD, FCSHP
01/2019 - 02/2019	Medical Intensive Care Unit (<i>Anticipated</i>) Preceptor: Rima Bouajram, PharmD, BCCCP



CV Turnoffs

Stay Away!

- Typographical errors
 - Reviw, then REVIEW AGIN, then REVIEW AGAIN!
- Unusual fonts
- Unorganized/inconsistent formatting
- Information is difficult to locate
- Long descriptions of positions or rotation descriptions
- Don't double dip (only list items once)





APPE Rotation



Jan. 2017 – Jul. 2017
San Francisco, CA

Community Pharmacy | Safeway

Preceptor: [REDACTED]

- Counseled patients, received verbal prescriptions, and filled prescriptions

Neuroscience Intensive Care Unit
Northwestern Memorial Hospital - Chicago, IL
Preceptor: [REDACTED]

November 2019

Community Pharmacy
Walgreens Pharmacy
Preceptor: [REDACTED]
Saint Louis, Missouri

May 2017-June 2017



APPE Rotation



Acute Care Cardiology

05/2019 - 06/2019

[Redacted]

- Rounded independently with the cardiology team to manage 12-18 patients daily with heart failure, acute coronary syndrome, atrial fibrillation, and valvular disease
- Developed an institutional guideline approved by P&T on transitioning between anticoagulants
- Monitored and provided discharge counseling for patients on anticoagulation
- Provided in-service education on sacubitril/valsartan to the cardiology team

Community Compounding Pharmacy

07/2019 - 08/2019

[Redacted]

- Compounded over ten medications daily, including ointments, creams, nasal sprays, lozenges, oral suspensions, and enemas
- Counseled on human and pet medications to improve efficacy, safety, and adherence

Health System Pharmacy Administration

Charlotte, NC
May 2019

Preceptor: [Redacted]

- Conducted pharmacoeconomic analyses of medication usage reports
- Developed an educational module on response to stroke in hospital setting for pharmacy teammates
- Participated in topic discussions with preceptor and pharmacy resident to develop skills in organizational management and health-system pharmacy leadership





Keep it Up-To-Date



Current

- **Living document**
 - You will forget!
 - Consider keeping it as a Google Doc
 - Update monthly? Quarterly?
- **Iterative process and will evolve over time**
 - Save a copy each year and see your growth over time!
- **Flow**
 - Tailor your CV according to the career/job to which you are applying
 - EX. Fellowship = Move research earlier in your CV



Questions?