This template may be useful for developing student CV’s but is a guideline only. Students may take advantage of the general organization and formatting here but should edit it substantially to make their CV their own.

|  |  |
| --- | --- |
| **NAME** | |
| **Curriculum Vitae** | |
| Address  Address | Phone:  Email: |

|  |  |
| --- | --- |
| Education | |
| Dates usually this column | Universally accepted that education comes first on a CV  Include PharmD education and pre-pharmacy coursework. Specify any other degrees received (associates, bachelor, master, etc) |
| Licensure and Certification | |
|  | State intern/extern licenses  Common certification include CPR, BLS, IRB, Immunization |
| Professional Experience | |
|  | Can just use the term “work experience” or “employment history” and include non-pharmacy positions  Can separate into “pharmacy” or “professional” work experience with a separate section for non-pharmacy related work experience  Okay to move this after the IPPE section |
| Advanced Pharmacy Practice Experiences | |
|  | List in reverse chronological order  Include rotations that have been assigned by not yet completed  List the rotation type, location—both facility and city/state, primary preceptor, and duties during the learning experience |
| Introductory Pharmacy Practice Experiences | |
|  | See above information for APPE |
| Presentations | |
|  | Include presentations given outside of normal coursework  Include poster or podium presentations of research/quality improvement here or can include with “research experience”. If you have enough, you can create a separate “Poster Presentations” section—or—do subheading under the “Presentations” heading for each presentation type  For verbal or podium presentations, include the title, location, audience (pharmacy students, EMTs, nurses, etc) and an approximate number of attendees  Poster Presentation example: (bold your name)  Smith R, **YourName**, Johnson E. Title here. Poster presentation at American Society of Health-System Pharmacist Midyear meeting in Las Vegas, NV on December 4, 2012 |
| Publications | |
|  | Include newsletter articles, peer reviewed publications, newspaper articles, etc |
| Research Experience | |
|  | Not necessary if you include everything in your poster/publication section |
| Professional Service | |
|  | Can change to “service” or “community outreach” or “volunteer experience” and include non-pharmacy service as well |
| Professional Leadership | |
|  | Or “leadership” and include non-pharmacy leadership |
| Honors and Awards | |
|  | Include scholarships, Dean’s List |
| Professional Memberships | |
|  |  |
| Meetings Attended | |
|  | Include pharmacy-related meetings at the regional, state and national levels |

Table template allows for easy formatting but remember to remove the table borders before saving/printing/sending/uploading

**Suggestions for individualizing the formatting**

* Change fonts/font sizes
  + Same font entire document or different font for headings vs. text. Just make sure go well together
* Switch dates column to the right side of the page
* Section heading ideas: Highlight, bold, underline, center, do all caps
* Adjust box size to provide more “white space”
* Use different page numbers
* Adjust the order of the headings to highlight your strengths.
  + Standard for pharmacy student CVs to have “Education” first followed by “licensure/certifications” and less standardized after that.
  + APPE rotations and work experience usually stay within the first 5-6 headings