

HOW TO PREPARE AN EFFECTIVE PHARMACY RESIDENCY APPLICATION AND EMPLOYMENT RESUME

Residency Application Requirements

What do residency directors look for?:

Residencies will vary in what they are looking for based on the culture, the type of position, and the types of skills they need. So, it is very important to research the organization and the position and this will affect the content of your materials. In general, residency directors are looking for the following:

- Wide range of clinical experience
- Strong commitment to the profession
- Strong work ethic and problem solving skills
- Strong pharmacotherapy knowledge
- Strong team, leadership, and communication skills

Curriculum Vitae (CV): First you will need to create a CV instead of a regular employment resume. A CV is generally longer and more in depth than an employment resume. A CV includes **academic training, professional skills and experience, research experience, presentation experience, professional development** in a much more detailed format that can be anywhere from 3-8 pages in length.

Personal Statement: In addition to the CV you will have to write a personal statement for your applications. This is a statement that defines your character and career motivations in pharmacy. Generally, you will write about why you want to do the specific residency, specific skills that you bring to the position, and your goals in the profession.

Let's Start with the CV

The Basics:

- ***Do not use a resume/CV template.*** Just create a word document, as this will be easier to work with in the future. Plus, HR and hiring managers can spot templates

easily and they generally regard them as less creative.

- The #1 goal is to have no typos, grammatical errors, and full sentences are not required at all.
- Results oriented with quantifiable, truthful information. Honesty is key on the CV.
- Short, concise phrases starting with action verbs is most important (see list below for action verbs).
- White space is important on a resume, though margins can be as small as .05.
- Use of bullets and bolding some text can guide the reader's eyes to the most important content.
- Avoid the use of personal pronouns like "I", "my", "me", or "our".
- Do not include personal information (i.e., birth date, marital status, photo, height/weight, political affiliation)
- Put name and page number on each succeeding page after the first in the upper left or right corner.

How do you organize your CV?:

Heading: Your name should be in larger (14-16 font) and then followed by address, phone, and e-mail in 10-12 font. Be sure to bold your name but not contact information.

Education: Start with this section right after your heading. Include your degree, certifications, and anything else that might be relevant to the program.

Experience and Professional Skills: This can be several sections that can include your clinical, research experience, leadership experience, community health experience, health promotion, and anything else that shows skills and experience related to the field.

Accomplishments/Outcomes: In this last section you will focus on professional development and other experiences you have gained through your pharmacy education. You can include presentations, publications, honors and awards,

professional associations, conferences, and/or specialized certifications/trainings.

Important Note: You can tailor your CV by using the same keywords that you find in the residency program materials. Below is a before and after sample of what a CV should look like. Of course, you are going to tailor yours to your experience and to the program for which you are applying.

ACTION VERBS

Begin each description on your CV with a strong action verb with help from the list below. Try to use different action verbs throughout your resume. If you have a program description try to use the words that are used in that description to describe your experience. Do not overstate your responsibilities (i.e., use “founded” if you alone created an organization, otherwise use “Co-founded” if you were one of ten). A thesaurus can be very helpful if you are struggling for words.

Administration

Approved, arranged, cataloged, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

Analysis

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, programmed, researched, solved, studied, surveyed

Communications

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

Manual

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, remolded, restored, repaired, rewired, replaced

Planning and Development

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

Management

Audited, allocated, balanced, catalogued, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

General

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

Now for the Personal Statement

What is a personal statement: The goal of your personal statement is to share what you envision for your career. Do not spend the time talking about the past and what led to your choice of specialty. You should talk about your interests/passions and your future aspirations in the field.

What goes in the personal statement:

- Show a genuine motivation for the specialty that you are choosing.
- Examples of skills and qualities that will ensure success in your profession.
- What are your long-term plans after residency and what kind of professional do you want to be.
- Write about what attracts you to a specific program.
- Many programs use a matching system and this requires a more generic statement since it goes to more than one entity.
- Will you be a good fit on their team? You must reveal enough interests, values, qualities, and aspirations so they have some idea of your fit with the organization.

This may take some significant research of the organization to see who they are.

- If you are not that creative in your writing, it won't hurt to be brief and to the point. Though, you still have to sell yourself and sound convincing on why you want to be at this particular organization or in the particular specialty.

How to make your personal statement shine:

- Use specific examples that explain your career choice and motivations.
- Reflect on your recent experiences and draw personal conclusions about yourself.
- Make the statement personal with what you believe, what motivates your interest in the specialty, and why you feel rewarded.
- Don't just repeat your CV, but write about examples that make interesting stories or points about the profession from your perspective.

How do you write your personal statement:

- Outline the themes you want to touch on.
- Organize your essay by those themes and not chronologically on how you chose your specialty.
- Try to limit each theme to one paragraph (at the most two).
- The specialty should appear early and the 1st paragraph is best.
- Just write and then revise
- Show your work to several people. Someone that can comment on it technically (i.e., a pharmacy advisor), someone that can edit the writing style, and finally someone who can catch your spelling and grammatical errors.

Common reasons why applicants are rejected:

- Poorly written essays with many errors.
- The statement just reiterates the CV.
- It doesn't talk about motivations or career goals.
- It doesn't talk about how your experiences have affected your future practice and career decisions.
- It doesn't show how you have grown professionally throughout your educational program.

Now for the Employment Resume

An employment resume focuses on your work experience as a pharmacy student. This resume should be only one or two pages in length, at most. You should focus on the skills that you have learned in your clinicals and your work experience. You can still have sections for volunteer, extracurriculars, and awards. The third sample in this packet is a good way to format an employment resume. Focus the resume to the type of job in which you are applying.

Important Note: This writing process will help you in the interview process as well. You will have a clearer understanding of your skills, motivations, and hopefully career direction as you go through this process.

On the following pages you will find a poor example of a CV, followed by a revised strong example, and then finally an excellent employment resume. Each sample is based on the same person.

Contact Career Services

James Westhoff, Director
203 Peabody | 207.992.4909 | westhoffj@husson.edu
www.husson.edu/careerservices

(Updated June 2014)



(Check out this video on residency process)

CV before coming to Career Services

Patty Murphy
1001 Randolph Lane
555-555-5555
Bangor, ME 04401
murphyp@fc.husson.edu

Education

Doctor of Pharmacy, Husson University, Bangor, ME. May 2013

Bachelor of Science, Biology, University of New England, Biddeford, ME. May 2008

Professional Experience

Pediatrics: Inpatient Clerkship. (Month-Month Year)
Eastern Maine Medical Center, Bangor, ME. Preceptor: Michael Jordan, Pharm.D.

Alzheimer's Clinic: Inpatient Clerkship. (Month-Month Year)
Dove Care Clinic, Dexter, ME. Preceptor: Molly Ringwald, Pharm.D.

Heart Disease: Elective Outpatient Clerkship. (Month-Month Year)
St. Joseph's Hospital, Bangor, ME. Preceptor: William Shakespeare, Pharm.D.

Community Pharmacy: Elective Clerkship. (Month-Month Year)
Rite Aid Pharmacy, Newport, ME. Preceptor: Julie Andrews, Pharm.D.

General Medicine Refill Clinic: Outpatient Clerkship. (Month-Month Year)
Eastern Maine Medical Center, Bangor, ME. Preceptor: Bob Newhart, Pharm.D.

Pharmacy Practice Experience

Intern Pharmacist: Central Maine Medical Center, (Month Year)
Lewiston, ME. Manager: Phillip Heyworth, R.Ph.
Compounded IV admixtures

Intern Pharmacist: Hannaford, (Month Year)
Bangor, ME. Manager: Rolly Fingers, R.Ph.
Handled prescriptions and assisted pharmacist and customers

Pharmacy Clerk: CVS Pharmacy, (Month Year)
Newcastle, ME. Manager: Emma Spring, R.Ph.
Sold Medications, stocked medications, and answered phone

Research Experience

Alzheimer's Research: Neurodegeneration Caused by Metabolic Disorders. (Month and Year)
Molecular Research Practicum, Husson University

Pharmacology Research: Drug Therapies and Chronic Infections. (Month and Year)
Honors Thesis Project, Husson University

Research Experience for Undergraduates: Neurotransmission and its Affect on Learning and Behavior.
National Science Foundation REU, Kansas University Neuroscience Department, (Month and Year)

Volunteer Experience

Coach, Maine Special Olympics. (Month and Year)
- Coached several young people in track and field

Eastern Maine Area Agency on Aging, Community Service Project, (Month and Year)
- Provided transportation to clients for appointments and errands

Healthy Androscoggin, Volunteer Educator, Lewiston, ME, (Month and Year)
- Participated in non-smoking education program

Bangor Homeless Shelter, Volunteer Mentor, Bangor, ME, (Month and Year)
- Mentor to children ages 8-13

Bangor Red Cross, Blood Drive Volunteer, Bangor, ME (Month and Year)
- Trained to take blood donations

Extracurricular Experience

Student Mentor: Husson University School of Pharmacy. (Month and Year)
- Provide support to new students in the program

Admissions Committee Member: Husson University School of Pharmacy. (Month and Year)
- Interviewed applicants for the program

Secretary, Husson University Academy of Student Pharmacists. (Month and Year)
- Distribute and take notes for weekly meetings

Fundraising Campaign: United Way of Eastern Maine. (Month and Year)
- Coordinated outreach to United Way partners to establish fundraising teams

Work Experience

Pharmacy Technician, Rite Aid, Brewer, ME. (Dates)
- Assisted customers and took orders

Administrative Assistant, United Way of Eastern Maine, Bangor, ME. (Dates)
- Provided strong administrative help to director in a busy environment

Presentations

Neurogeneration Caused by Metabolic Disorders in Men over 55. American Association of Neuroscience Annual Conference. (Month Year)

Drug Therapies and Chronic Infections. Poster Presentation, Maine Public Health Association Annual Conference. (Month Year)

Amlodipine in Pediatric Renal Transplant Hypertension. Eastern Maine Medical Center Pediatric Team Review. (Month Year)

Neurotransmission and its Affect on Learning and Behavior. Kansas Neuroscience Association Annual Meeting. (Month Year)

Awards

Pharmacy Scholarship, Husson University, (Month Year)

Student Public Service Award, Husson University, (Month year)

Biology Student Award, University of New England, (Month Year)

Volunteer of the Year, United Way of Eastern Maine, (Month Year)

CV after coming to Career Services

Patty Murphy

1001 Randolph Lane
Bangor, ME 04401
555-555-5555
murphyp@fc.husson.edu

Education

- Doctor of Pharmacy** May 2013
Husson University School of Pharmacy, Bangor, ME
- B.S., Biology, Concentration in Neurobiology** May 2007
University of New England, Biddeford, ME

Clinical Clerkships

Pediatrics. Inpatient Clerkship Month-Month Year
Eastern Maine Medical Center, Bangor, ME Preceptor: Michael Jordan, Pharm.D.
Collaborated on the pediatric transplant, immunology, and pulmonology teams in a team directed approach to drug therapy selection, drug dosing, and response monitoring. Interviewed patients to obtain medication history, counseled patients on medication interactions, planned discharges, and educated the medical team in in-services.

Alzheimer's Clinic. Elective Inpatient Clerkship Month-Month Year
Dove Care Clinic, Dexter, ME Preceptor: Molly Ringwald, Pharm.D.
Conducted family interviews to determine medication history, assessed need for change in medication regimen, educated families on common drug side effects, researched potential drug interactions, and monitored patients for proper nutrition intake with drugs.

Heart Disease Clinic. Outpatient Clerkship Month-Month Year
St. Joseph's Hospital, Bangor, ME Preceptor: William Shakespeare, Pharm.D.
Participated on the cardiology team in the critical care unit. Attended daily cardiology rounds with physicians and on pharmacy rounds. Obtained medication histories from patients and assessed the regimens. Recommended appropriate therapy changes.

Community Pharmacy, Elective Rotation Month-Month Year
Rite Aid Pharmacy, Newport, ME Preceptor: Julie Andrews, Pharm.D.
Counseled patients on prescription and OTC products, received and processed new verbal and written orders and refill requests, reviewed patient medication profile for potential drug or disease interactions, processed third-party billing, filled and dispensed prescriptions.

Clerkship To Be Completed

General Medicine Refill Clinic. Outpatient Clerkship Month-Month Year
Eastern Maine Medical Center, Bangor, ME Preceptor: Bob Newhart, Pharm.D.
Experience in a large hospital medication refill clinic seeing homeless and indigent patients with a variety of chronic illnesses and dependencies. Will Conduct patient visits, obtain vital signs and relevant laboratory parameters, assess efficacy and tolerability of medications, counsel patients on side effects of medications, and recommend appropriate medication adjustments.

Pharmacy Practice Experience

Intern Pharmacist, Central Maine Medical Center, Lewiston, ME Month Year

Manager: Phillip Heyworth, R.Ph.

Compounded IV admixtures, prepared a variety of antibiotic IV syringes, compounded chemotherapy agents for oncology, and communicated effectively with nurses, physicians, and other pharmacists

Intern Pharmacist, Hannaford, Bangor, ME Month Year

Manager: Rolly Fingers, R.Ph.

Dispensed and compounded prescriptions, processed new prescriptions and refill requests, completed inventory process with team, solved issues with insurance companies, and counseled patients on correct use of medications.

Pharmacy Clerk, CVS Pharmacy, Newcastle, ME Month-Month Year

Manager: Emma Spring, R.Ph.

Sold over-the-counter medications, answered phone calls and customer questions, stocked medications, and participated in inventory process.

Research Experience

Neurodegeneration Caused by Metabolic Disorders in Alzheimer's Patients Month Year

Molecular Research Practicum, Husson University Advisor: Name, Pharm.D.

Monitored the neurodegeneration of 10 Alzheimer's patients with metabolic disorders. Findings suggested that degeneration was not any greater in patients with the disorders.

Drug Therapies Effects on Chronic Infections Month Year

Honors Thesis Project, Husson University Advisor: Name, Phar.D.

Measured five different drug therapies and their effects on chronic gastrointestinal infections. Concluded that two of the drug therapies were most effective in treating the infections.

Neurotransmission and the Effect on Learning and Behavior Month Year

National Science Foundation REU, Kansas University Neuroscience Dept. Advisor: Name, PH.D.

Researched genetically manipulated knockout mice to dissect the roots of neural function, gene expression, and behavior. Research is developing new approaches to behavioral and mental health.

Presentations

Neurodegeneration Caused by Metabolic Disorders in Alzheimer's Patients

Poster presentation at the American Association of Neuroscience Annual Conference in Atlanta, GA.

Month Year

Drug Therapies Effects on Chronic Infections

Poster presentation at the Maine Public Health Association Annual Conference. Month Year

Amlodipine in Pediatric Renal Hypertension, Eastern Maine Medical Center Pediatric Team Review.

In-service with a handout to the pediatric renal transplant team. Month Year

Neurotransmission and the Effect on Learning and Behavior

Poster presentation at the Kansas Neuroscience Association Annual Meeting. Month Year

Community Service Experience

- Coach, Maine Special Olympics**, Bangor, ME Dates
Mentored athletes with brain injuries, mental health issues, and physical disabilities. Coached the athletes in swimming, track and field, and soccer.
- Community Service Project, Eastern Area Agency on Aging**, Bangor, ME Dates
Provided transportation to clients for appointments and errands. Interacted with the clients on home visits to keep them company and help them with tasks around their homes.
- Volunteer Educator, Health Androscoggin**, Lewiston, ME Dates
Developed a non-smoking educational curriculum. Taught the program twice to classes of 20 people.
- Volunteer Mentor, Bangor Homeless Shelter**, Bangor, ME Date
Mentored four children, ages 8 to 13.
- Blood Drive Volunteer, Bangor Red Cross**, Bangor, ME Dates
Participated in several blood drives as a blood donor screener

Leadership and Extracurricular Experience

- Student Mentor**, Husson University School of Pharmacy Dates
Oriented new students to the program. Provided on-going support to students as they progressed through their first year.
- Admissions Committee Member**, Husson University School of Pharmacy Dates
Interviewed applicants interested in the program
- Secretary**, Husson University Academy of Student Pharmacists Dates
Completed minutes and distributed them to members on a weekly basis
- Fundraising Campaign**, United Way of Eastern Maine Dates
Coordinated outreach to United Way business partners to help them establish fundraising teams

Awards

- Pharmacy Scholarship**, Husson University Pharmacy School Dates
Awarded a 4-year \$3,000 merit based scholarship
- Student Public Service Award**, Husson University Dates
Received award as the most active volunteer
- Biology Student of the Year Award**, University of New England Dates
Awarded as the highest GPA in the department
- Volunteer Award**, United Way of Eastern Maine Dates
Awarded as the volunteer of the year

EMPLOYMENT RESUME FOR THE SAME PERSON ABOVE

Patty Murphy

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555-555-5555
murphyp@fc.husson.edu

Education

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Preceptor: Michael Jordan, Pharm.D. |
| <ul style="list-style-type: none">• Collaborated on the pediatric transplant, immunology, and pulmonology teams in a team directed approach to drug therapy selection, drug dosing, and response monitoring.• Interviewed patients to obtain medication history and counseled patients on interactions,• Planned discharges, and educated the medical team in in-services. | |

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Preceptor: William Shakespeare, Pharm.D. |
| <ul style="list-style-type: none">• Participated on the cardiology team in the critical care unit.• Attended daily cardiology rounds with physicians and on pharmacy rounds.• Obtained medication histories from patients and assessed the regimens.• Recommended appropriate therapy changes. | |

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Coach, Maine Special Olympics, Bangor, ME Dates

Community Service Project, Eastern Area Agency on Aging, Bangor, ME Dates

Volunteer Educator, Health Androscoggin, Lewiston, ME Dates

Volunteer Mentor, Bangor Homeless Shelter, Bangor, ME Date

Blood Drive Volunteer, Bangor Red Cross, Bangor, ME Dates

Leadership and Extracurricular Experience

Student Mentor, Husson University School of Pharmacy Dates

Admissions Committee Member, Husson University School of Pharmacy Dates

Secretary, Husson University Academy of Student Pharmacists Dates

Fundraising Campaign, United Way of Eastern Maine Dates

Awards

Pharmacy Scholarship, Husson University Pharmacy School Dates

Student Public Service Award, Husson University Dates

Biology Student of the Year Award, University of New England Dates

Volunteer Award, United Way of Eastern Maine Dates