

CURRICULUM VITAE CREATION

Introduction to CVs

WHAT IS THE PURPOSE OF A CV?

A curriculum vitae, or CV, outlines your personal background, education, and experience. Unlike a resume, a CV provides more comprehensive information and usually exceeds one or two pages. Many health professionals, academics, and other specialized professionals prefer CVs because they allow the inclusion of additional details, qualifications, and training. The goal of a CV is the same as a resume: to present your education, experience, and accomplishments in a clear and concise manner.

CURRICULUM VITAE (CV) VS. RESUME

CATEGORY	CURRICULUM VITAE	RESUME
CORE IDENTITY	Typically, CVs present a scholarly identity, but they are also commonly used by many health professionals to present a professional identity. CVs include a summary of educational background as well as work experience, research, publications, presentations, awards, honors, affiliations, and other details.	Resumes present a professional identity. A resume is a summary of your skills, experience, and education.
LENGTH	Three to six pages (can be many more for senior scholars/researchers).	One to two pages, depending upon experience.
WHEN EACH IS USED	Used primarily when applying for positions in academia, industry, research, or health professions. It is also applicable when applying for fellowships and grants.	Resumes are not commonly used to apply for job postings and internships in the field of pharmacy. Submit a CV unless specifically asked to submit a resume.
CONTENT	CVs provide a more comprehensive view of your professional and academic accomplishments.	Resumes include only that which is relevant to your qualifications for the position: education, employment history, experience and skills.
EDUCATION	Always listed first. List the degree, institution, as well as dissertations/thesis title.	List first when education is recent and/or pertains specifically to the position. Experience would be listed first if you have years of work experience more relevant than educational background.

Font, name, margins, personal information are the same for both:

- **Font should be 10-12 point**
- **Margins should be anywhere from .6" to 1" on all sides**
- **Name should be centered at the top**
- **Address, phone and email are the only personal information listed**

CURRICULUM VITAE (CV) VS. RESUME (Continued)

Adapted from the Ohio State University College of Pharmacy

CATEGORY	CURRICULUM VITAE	RESUME
LICENSURE / CERTIFICATION	Always included for pharmacy.	Always included for pharmacy.
ROTATIONS	Always include rotations. Include location, dates, and name of preceptor, with bullet points to detail duties and accomplishments.	Due to space restrictions include a selection of the most relevant rotations.
RESEARCH EXPERIENCE	List position, lab, location, and dates with bullet points to detail duties and accomplishments.	List position, lab, location and dates with bullet points to detail duties and accomplishments.
EXPERIENCE SECTION	Include professional pharmacy experiences including internships and technician positions. Additional work experiences may be included in an additional work experience section.	Include professional pharmacy experiences including internships and technician positions. Additional work experiences may be included in an additional work experience section.
TEACHING EXPERIENCE	List your title (Lecturer, TA) and course title, but no course number.	List your title and course title, but no course number. Use bullet points to list duties and accomplishments.
PUBLICATIONS	List all publications using the appropriate citation style from your field of study.	Optional section. If you list any, select on a few of the most relevant (with appropriate citations).
HONORS / AWARDS	List vertically with date.	List horizontally or vertically depending upon space.
LANGUAGES	List vertically, with proficiency in reading, writing, and speaking.	List in separate section or within Skills section. List horizontally or vertically depending upon space.
SKILLS	List skills pertinent to field: computer, laboratory, technical, statistical databases, etc.	List skills pertinent to field: computer, laboratory, technical, statistical databases, etc.
PROFESSIONAL AFFILIATIONS	List vertically. Include leadership roles with bullet points.	Include if the affiliations are pertinent to the position.
REFERENCES	List vertically with name, title, address, phone, and email.	Not listed on resume. Use a separate sheet and submit only when requested.
HEADINGS CAN BE ADDED BASED UPON YOUR UNIQUE EXPERIENCES AND BACKGROUNDS	Examples of additional headings may include: Invited Talks, Conferences, Department/University Service, Extracurricular Activities, Community Involvement, etc.	Headings are generally targeted to a specific job in order to highlight that you have specific experience. Examples of additional headings may include management, experience or leadership.

ORGANIZING YOUR CURRICULUM VITAE: COMMON CV SECTIONS

CVs often contain a variety of different sections that organize and categorize content. CV sections and title will vary from person to person, but most individuals will have between 8-12 different sections on their CV.

- **Contact Information:** Contact information appears at the top of your CV. Include name, address, phone number, and email address. Do not include personal information such as height, weight, race, date of birth, or social security number.
- **Education:** Traditionally pharmacy professionals place their education section before their professional experience. Information should appear in reverse chronological order (present to past) with your most recent education first. Include institution, title and date of expected or completed degree(s), major(s), minor(s), and any honors awarded.
- **Licensure & Certification:** Document the types of licenses and certificates you hold. Include the awarding organization, license number, date of issue, and most recent renewal date.
- **Professional Pharmacy Experience:** List your work experience in reverse chronological order. You should include the organization's name, location, position held, dates of employment, and description of your accomplishments. Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes.
- **Rotations (IPPEs, APPEs):** Include all completed and pending experiences (if they have been scheduled). For each one, include the preceptor's name and credentials, site of the experiences, and dates they were completed.
- **Teaching Experience:** List your title (Lecturer, TA) and course title, but no course number.
- **Research Experience:** Highlight any research experience you have by including it on your CV. Research experience can be listed similarly to work experience. Include the name of institution, Principal Investigator, location, position held, dates of employment and description of your accomplishments.
- **Publications:** List all articles, monographs, books, or other publications according to the format established for biomedical journals.
- **Presentations:** List the title, inviting or sponsoring organization, location, and date of each presentation.
- **Professional Memberships and Leadership:** An opportunity to demonstrate commitment to the profession and leadership positions outside the classroom. Many employers and residency programs look specifically to this section to document a candidate's leadership abilities.
- **Service Activities:** Including information about unpaid experience related to Pharmacy demonstrates a personal commitment to pharmacy and public health.
- **Awards & Honors:** In this section, list awards, scholarships, achievements, and academic distinctions. Honors can be a category of its own or included as part of the activities or education sections.

Writing CV Bullet Points

BULLET POINT FORMAT

An interview-landing CV describes your accomplishments and previous experiences and how well you completed those experiences. Well-written bullet points grab the reader's attention and effectively describe your experiences and how you deliver results. An easy formula for writing accomplishment-oriented bullet points is:

Action Verb + Subject + Rationale/Result

- **Action Verbs:** Strive to start all CV bullet points with an action verb. Action verbs give your bullet points power and direction. List all current positions and projects in the present tense and all past positions and projects in the past tense.
- **Subject:** Focus on what you've done. Keep in mind that the easiest way to add specific details to your bullet points is with numbers. You can also add qualifying details by using words like "by," "through," or "with."
- **Rationale/Result:** Including information about what outcomes you contributed to as well as information about why your project, role, or actions mattered to the employer. Using words like "focusing on," "to," and "for" can help you incorporate a rationale or result.

SAMPLE BULLET POINTS

- Reduced inventory carrying costs by 10% by conscientiously controlling prescription drug inventory.
- Conducted in-store study with over 100 patients, comparing the effectiveness of web-based tools to communicate information about drug therapy and drug interactions.
- Designed and developed Access database to monitor technician staffing, decreasing staffing costs by 12%.



CV Action Verbs

Management Skills	Clerical or Detail Skills	Communication Skills	Technical Skills	Teaching Skills
Administered	Approved	Addressed	Adapted	Adapted
Analyzed	Arranged	Arbitrated	Assembled	Assembled
Appointed	Catalogued	Arranged	Built	Advised
Assigned	Classified	Authored	Calculated	Clarified
Attained	Collected	Contacted	Computed	Coached
Authorized	Compiled	Corresponded	Converted	Communicated
Chaired	Dispatched	Developed	Conserved	Coordinated
Contracted	Executed	Directed	Designed	Developed
Consolidated	Generated	Drafted	Developed	Enabled
Coordinated	Implemented	Edited	Devised	Encouraged
Developed	Inspected	Formulated	Engineered	Evaluated
Directed	Monitored	Influenced	Fabricated	Explained
Evaluated	Operated	Interpreted	Maintained	Facilitated
Executed	Organized	Lectured	Operated	Guided
Improved	Prepared	Mediated	Overhauled	Informed
Increased	Processed	Moderated	Programmed	Initiated
Organized	Purchased	Motivated	Remodeled	Instructed
Oversaw	Recorded	Negotiated	Repaired	Motivated
Planned	Retrieved	Persuaded	Replaced	Persuaded
Prioritized	Screened	Promoted	Solved	Set goals
Produced	Specified	Publicized	Specialized	Stimulated
Recommended	Standardized	Reconciled	Trained	Trained
Reviewed	Systematized	Recruited	Upgraded	
Streamlined	Updated	Spoke		
Strengthened	Validated	Translated		
Supervised	Verified	Wrote		

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Creative Skills

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Modeled
Originated
Performed
Planned
Revitalized

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited
Facilitated
Familiarized
Guided
Referred
Rehabilitated
Represented
Simplified
Supported
Volunteered

Adapted from Boston College: <http://www.bc.edu/offices/careers/skills/resumes/verbs.html>