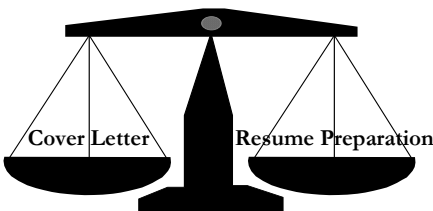


Resumes, Resumes, Resumes

Larry Pelham, RPh, MS, FASHP
Director, Pharmacy Operations, UWMC
Clinical Associate Professor

Cover Letter(s) vs. Resume Preparation

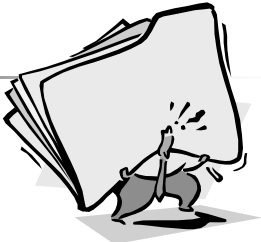


Cover Letter Resume Preparation

Resumes

Read It

or



Toss It

Read It or Toss It



That Depends...

- Seventh – seventh generation photocopy
- “Package content” is fuzzy
- Candidate sends resume in current company’s envelope through existing company mail room or e-mail
- Current employer’s postage machine processed (ethics, petty thief)

Read It or Toss It



What separates the successful resumes...

Resumes Are Neat

- Printed on good paper stock
- Laser printed or typeset
- Page layout clear and attractive
- Spelling, Grammar

Read It or Toss It



What separates the successful resumes...

Resumes Are Succinct

- Doesn’t mean “short”
- Talks about candidate’s accomplishments
 - Clear
 - Concise
 - Precise language

Read It or Toss It



What separates the successful resumes...

Make The Reviewer Feel Confident

"Confident that the reviewer will not waste their precious time in finding out a little bit more about the candidate(s)"

Read It or Toss It



What separates the successful resumes...

Resumes Illustrated

- Right education(s)
- Desired experiences
- Clear sense of career purpose and pride
- Career path and progression

Resumes



- The Product? - You
- The Advertisement? – Your Resume

Advertising – Your Resume



Best magazine advertisement you've seen?

The Product? - You



- Work or intern experience
- Education (high school, college, graduate school)
- Special training (seminars, certifications, licensing, etc.)
- Military experience
- Voluntary experience
- Skills
- Awards and honors
- Memberships and activities
 - Professional
 - Social

Resume Form & Substance

Don't write your resume without...

- Name, address, and telephone number
 - Verify correctness
 - No P.O. Box
- Skills and experience
- Education and training
 - Length should be inverse proportional to amount of on-the-job experience you have
 - *May be exceptions for postgraduate path*



Resume Form & Substance

Resume Options (not required)....

- Job objective: Brief statement that tells the employer the type of job you want

"A pharmacy intern position in progressive institutional pharmacy with a well-structured internship program in which I can use and develop distributive, interpersonal, and interdisciplinary team skills"



Resume Form & Substance

Resume Options (not required)....

- Summary of qualifications: A summary of candidate's skills appears at very beginning of resume before experience and education

"Summary: Completing a Doctor of Pharmacy degree. Interned as a pharmacy intern with a major academic medical center acute and ambulatory care pharmacy with leadership responsibilities in I.V. admixtures, chemotherapy admixtures, order entry, automated medication distribution systems, and training new pharmacy interns and technicians. Flexed personal schedule to accommodate multiple operational changes initiated by new physician order entry system."



Resume Form & Substance

Resume Options (not required)....

- Volunteer experience
 - Especially important if don't have much on-the-job experience
 - Illustrates that you accomplished something
- Outside interests
 - Minimize or avoid listing
 - Risk here, outside interests don't win interviews, but could lose
 - Some employers like well-rounded people (vs. some don't care)
 - Avoid sentences: "I like jazz, reading, & going to museums"
 - Let your real personality and real life come through during the interviews*



Advertising – Your Resume

What made you stop and read what the marketer had to say?

- Picture
- Headline
- Color
- Layout



Time ?

Resume Form & Substance

Resume Options (not required)....



- Awards and honors
 - Include only those awards that you received as a result of:
 - Work
 - Volunteer activities
 - Academic achievement outside interests
- Professional Association Affiliations
 - Professional association involvement illustrates interest in your career
 - Risk here: illustrate "active" vs. "passive" membership
 - Avoid social or political activities

Resume Form & Substance

Six deadly resume sins....



- The word "resume"
- Salary information (avoid on resume)
- Job references (separate sheet)
- Personal statistics
- Personality profiles
 - Avoid character flaws (i.e., "Have difficulty facing anyone before third cup of coffee")
- Photographs

Resumes – Format Options

- Chronological
- Functional
- Combination



Chronological Resume

- Organizes your employment and education history by date
- Obvious choice for experienced job searcher
- Most commonly used format



Chronological Resume

Sequence of outline...

- Contact information
- Objective (optional)
- Qualifications (optional)
- Education
- Work experience



Functional Resume



- For some, the chronological resume spells disaster
 - Sheds unflattering light on work history
 - Reveals a career of "zigzagging", job-hopping
- Functional resume can smooth out "rough" spots
- Allows grouping of accomplishments, qualifications, and experience
- Can better illustrate specialty areas of experience
- Caution: employers may view them as "problem resumes"
 - Names and dates of employment are played down

Functional Resume



Consider using if....

- Your work history does not exactly match your new career goals
- You don't have a great deal of experience related specifically to the position you seek
 - Hence, you want to play your strengths
- You have noticeable gaps in your employment history

Functional Resume



Sequence of outline...

- Contact information
- Objective (optional)
- Qualifications (optional)
- Skills and achievements
- Education

Combination Resume



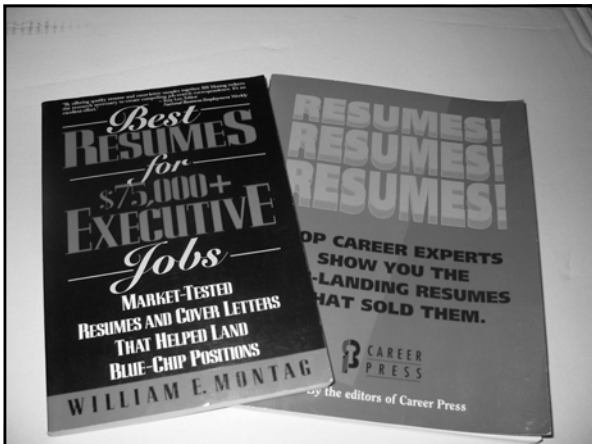
- Overcomes employer objections to the functional resume
- Yet...Allows yourself to position yourself in as a positive light as possible
- Takes the best parts of both functional and chronological formats
 - For example, if you have little pharmacy experience, but have significant sales experience and desire a position in pharmaceutical sales or liaison

Combination Resume



Sequence of outline...

- Contact information
- Objective (optional)
- Qualifications (optional)
- Skills and achievements
- Work experience
- Education



Your Portfolio

- Personal Attributes and Qualifications
- Cover Letter(s)
- Resume
- References
- Interview Preparation
- Actual Interview
- Salary and Job Offer Negotiation
