

Traditional CV Components and Specific Information

Personal Information – limit to name and current address, phone, email address

Try to avoid casual email address – use school email address if available

Education – degree, university, and years attended (include year of anticipated graduation). List all education (pre-reqs, previous degrees, etc.). GPA may be listed here - personal preference and not required.

* **Honors and Awards** – when listed after education, focuses on scholarships and academic honors/awards.

*This component may be listed elsewhere (if not near education, usually near the end of the CV, prior to References)

* **Licensure/Certifications** – licensure includes all technician and intern licenses and certifications are any additional training, such as basic life support (BLS), immunization certification, etc. List the date of training or expiration date of the certificate.

*This component may be listed elsewhere (if not near education, usually near the end of the CV, prior to References)

Professional Experience

Pharmacy – work as technician/intern

Experiential Rotations – List in reverse chronologic order, include site, preceptor, and dates; include planned rotations)

Advanced Pharmacy Practice Experiences (APPE) (2010-2011) – List all APPE scheduled and completed

Introductory Pharmacy Practice Experiences (IPPE)

IPPE 3 – year (eg. 2009-2010)

IPPE 2 – year (eg. Summer 2009)

IPPE 1 – year (2008-2009)

Other Experience

Presentations/Publications/Posters/Projects/Research/Additional Courses – if you have any other presentations, publications, posters, add the Experiential Rotations header to differentiate those done during or prior to rotations

Experiential Rotations

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The following three sections (**Leadership Experience, Involvement, and Service**) may be listed as separate components to highlight an individual's involvement or all may be listed by each organization under **Involvement**

Leadership Experience – opportunity to highlight leadership experience. As a stand alone component, list by year and position. There should be some sort of cut off – distinct position on committee or in leadership structure.

Involvement – list all organizations (correct titles) and use additional headers if more than just SOP
School of Pharmacy – list only if other organizational involvement in University organizations

Examples include:

American Society of Health-System Pharmacists/State Society of Health-System Pharmacists/
Student Society of Health-System Pharmacy
American Pharmacists Association (APhA)/ American Pharmacists Association – Academy of
Student Pharmacists/State Pharmacy Association Student Chapter (APhA-ASP/SPA)
Kappa Psi Pharmaceutical Fraternity
Lambda Kappa Sigma International Professional Pharmacy Fraternity
Phi Delta Chi Professional Pharmacy Fraternity
Phi Lambda Sigma – the National Pharmacy Leadership Society
Rho Chi Society – the Academic Honor Society in Pharmacy

Service – This section should be used to list/highlight service experience, such as committee work (such as Curriculum Committee, Student Focus Group, etc.)

Professional

School of Pharmacy
University

Community – use this section for other volunteering, community service that is NOT associated with any of the professional organizations

References

Available upon request – Remember to include references as a separate document from the CV