

Developing a Curriculum Vitae for the New Practitioner

Shauna M. Buring, PharmD
Associate Professor of Pharmacy Practice
James L Winkle College of Pharmacy
The University of Cincinnati

TOGETHER WE MAKE A GREAT TEAM

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Objectives

Upon completion, the participant should be able to:

- Contrast the differences between a resume and a curriculum vitae.
- Create an effective curriculum vitae.
- Explain the value of a well-written cover letter.
- Identify positive behavioral characteristics important in the interview process.
- Plan for an interview that will help differentiate you from the competition.
- Use your CV and interviewing skills to help build a professional image.

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What's the Difference?

<p><u>Resume</u></p> <ul style="list-style-type: none"> • Summary of relevant job experience and education • Tailored to specific positions • Concise, brief (1-2 pages) 	<p><u>Curriculum Vitae</u></p> <ul style="list-style-type: none"> • "Course of one's life" • Standard in academia and health professions • Much more comprehensive (> 2 pages)
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CV Dos and Don'ts

Do's

- Focus on professional info
- Start with strengths
- Provide more detailed information to assist the employer
- Within each section, use reverse chronological order
- Take time to format and evaluate for readability

Don'ts

- TMI –Too Much Information
 - ◊ Nothing too personal
 - ◊ Height, weight, age
 - ◊ No photos
- Nothing prior to pharmacy school, EXCEPT:
 - ◊ Relevant work experience
 - ◊ Prior college degree
 - ◊ Unique accomplishments





Curriculum Vitae – Content

- Personal information
 - ◊ Name, contact information
- Career objective
 - ◊ Uncommon in health care
- Educational experience
 - ◊ Start with most recent
 - ◊ Name/location of institution
 - ◊ Dates attended
 - ◊ Type of degree earned
 - ◊ Academic standing optional



Personal Information - Examples

SHAUNA M. BURING, PHARM.D.

3225 Eden Ave. ML 0004 • Cincinnati, Ohio 45267-0004
W (513) 558-8667 • Fax (513) 558-4372
e-mail: shauna.buring@uc.edu

ANDREA L. BAUGHMAN

Local Residence
1098 Lakeside Dr.
Covington, KY 41015

Permanent Residence
673 Glenn Ave.
Berea, KY 40403

Educational Experience Examples

EDUCATION

The Ohio State University; Columbus, OH
Doctor of Pharmacy, *Magna Cum Laude* 2000-2004

The Ohio State University, Columbus, OH
Bachelor of Science in Pharmaceutical Sciences 1996-2000

Education

Doctor of Pharmacy, Cum Laude
September 2002 – June 2006

Purdue University
West Lafayette, Indiana

Pre-Pharmacy coursework
September 2000 – June 2002

University of Cincinnati
Cincinnati Ohio

Curriculum Vitae - Content

● Professional Training (Postgraduate Training)

- ❖ Technician certification, Residency, Fellowship
- ❖ Name and location of institution
- ❖ Dates attended
- ❖ Type of certification or credential earned

● APPE/Residency Rotations

- ❖ When do you omit APPE and residency rotations from your CV?

Professional Training Examples

PROFESSIONAL TRAINING

July 1996 – June 1997

PGY2 Drug Information Specialty Residency, Shands Hospital at the University of Florida; Gainesville, Florida

July 1995 – June 1996

PGY1 Pharmacy Practice Residency, Veterans Affairs Medical Center; Gainesville, Florida

POSTGRADUATE TRAINING

ASHP-APhA Accredited PGY1 Pharmacy Practice Residency with Emphasis in Community Care

University of Cincinnati Winkle College of Pharmacy/Kroger Pharmacy – Cincinnati, OH
Director: Wayne Conrad, PharmD

Preceptors: Karissa Kim PharmD, Stacey Frede PharmD

- Provided patient care at a multidisciplinary clinic that serves faculty, staff and dependents for urgent care, primary care and wellness programs
- Facilitated patient appointments for diabetes, hypertension, dyslipidemia, depression, smoking cessation, and pain management
- Facilitated two workshops as a teaching assistant for Therapeutics
- Precepted three advanced practice experience students

Curriculum Vitae - Content

● Professional Experience

- ❖ Experience within pharmacy
- ❖ If other relevant work experience, may include in separate section
- ❖ Employment experience
- ❖ Include
 - Name/location of employer
 - Dates of employment
 - Title of position held
 - Description of duties (optional)



Professional Experience Examples

Professional Experience

2002-2009: Mercy Hospital, St. Louis Missouri

Title: Clinical Coordinator, Ambulatory Pharmacy Services

Job Summary: Responsible for development and implementation of clinical pharmacy services in the ambulatory setting. Develop and implement policies and procedures for billing for pharmaceutical care services in the community hospital setting. Promote continuity of care while facilitating transition of patients from the acute care setting to the ambulatory environment. Provide direct patient care to patients requiring acute and chronic anticoagulation. Coordinate National Patient Safety Goal efforts regarding anticoagulation practices.

Professional Experience

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Title: Clinical Coordinator, Ambulatory Pharmacy Services

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- Promote continuity of care while facilitating transition of patients from the acute care setting to the ambulatory environment.
- Provide direct patient care to patients requiring acute and chronic anticoagulation.
- Coordinate National Patient Safety Goal efforts regarding anticoagulation practices.

Curriculum Vitae - Content

- **Licensure and Certification**

- ❖ Pharmacy licenses
- ❖ Certifications (eg, Pharmacoeconomics, BCPS)

- **Research experience**

- ❖ Projects, grants, contracts
- ❖ Title, sponsoring agency, funding requested, date of submission, outcome
- ❖ Resident- Title of project, name of institution, co-investigators, dates of activity

bps Board of Pharmaceutical Specialties



Curriculum Vitae - Content

- **Teaching experience**

- ❖ Special section if you want to highlight
- ❖ Move earlier if you are seeking a faculty position
- ❖ Include faculty appointments, specific teaching experiences
 - Lecture, group facilitation, preceptorship, workshops, mentorship, CE programs

- **Publications**

- ❖ Professional journals
- ❖ Newsletters



Curriculum Vitae - Content

- **Presentations**

- ❖ Title, inviting organization, location, date

- **Professional Memberships**

- ❖ Organization, dates of membership, offices held, committees

- **Service**

- ❖ To profession or community
- ❖ Office in regional/national association
- ❖ Volunteerism
- ❖ Only include once on your CV



Publication & Presentation Examples

Publications

Smith RE, Murphy C, Brown M. Reimbursement for medication therapy management services. *Pharmacotherapy*. 2006;24(3):190-198.

Smith RE. Are glucosamine and chondroitin effective in the treatment of osteoarthritis? *Therapeutic InfoCaps - Mercy Hospital Newsletter*. Oct. 2005.

PRESENTATIONS

Management of Thyroid Disease May 2009
FSHP Pharmacy Technician Education Seminar
Audience: > 200 pharmacy technicians

Hixson SM, Ballinger E. Implementing a Regional Teaching Certificate Program for Pharmacy Residents. 2008 ACCP Annual Meeting. Anaheim, CA. October 2008.

Curriculum Vitae - Content

• Awards and Honors

- ❖ Name of the award, sponsoring organization, location where given, date



• References

- ❖ Separate listing of references with complete contact information
- ❖ Standard practice to present when requested

Format & Layout ("You've got the look")

• Name, page number on each page

• Format suggestions

- ❖ Paper
- ❖ Font
- ❖ Margins
- ❖ Section headings
- ❖ Bullets vs Paragraphs
- ❖ Quality printing

Examples

BCPS Certification, October 2008

BCPS Certification, October 2008

Cover Letter

- Presents a brief overview of yourself to the employer
- Should include:
 - ❖ Your career objective
 - ❖ How the position will help you achieve this objective
 - ❖ Brief description of your skills and strengths that match the position
 - ❖ Why you would be a "good fit"

Cover Letter

- Each cover letter should be position specific
 - ❖ Different letter for each application and individualized for the position and employer
- Typical business letter format
 - ❖ Date
 - ❖ Heading (Search Chair, Institution, Address)
- How to conclude the letter
 - ❖ Next steps

Cover Letter Dos and Don'ts

Do's

- Address the letter to a specific person
- Remain succinct and "to the point"
- Tell how you became interested in the company (or mention previous contact)
- Convey enthusiasm; use balanced professional tone
- Outline what you are looking for and what you can offer

Don'ts

- Spell the institution or company's name incorrectly (or any spelling errors)
- Address to Dear Sir or To Whom It May Concern
- Use poor grammar
- Omit your contact information (phone/email)

Resources

- Colleagues / professors / residency directors
- Anyone who hires pharmacists
- The Pharmacy Professional's Guide to Resumes, CVs & Interviewing by TP Reinders
- ASHP Website
www.ashp.org/import/accreditation/residentinfo/curriculumvitae.aspx

Interviewing Tips for the New Practitioner

Brad Hein, PharmD
Assistant Professor of Pharmacy Practice
James L Winkle College of Pharmacy
The University of Cincinnati

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Objectives

At the end of this presentation, the listener should be able to:

- ❖ Understand key preparation issues to have a successful interview
- ❖ Demonstrate effective interview behaviors
- ❖ List and prepare answers to common questions that an interviewer may ask
- ❖ Determine appropriate questions to ask during the interview
- ❖ Follow up after the interview appropriately and effectively

Preparing for the Interview

- Review the job posting and consider your qualifications for the position
 - ❖ If filling out an online application, make sure it is accurate and complete!
- Study the organization and its current pharmacy services
- Research the pharmacy administration and the clinical practitioners
 - ❖ Ask around/network
 - ❖ Rotation/professional experience
 - ❖ Publications

Preparing for the Interview

- Practice! Practice! Practice!
 - ❖ Practice with someone who will constructively critique you
- Make sure your references know they could be contacted
- Be aware that you may interview with other candidates at the same time or you may be interviewed by several people at once

What to Take (or Not) to the Interview

- Take
 - ❖ Folder
 - Note pad (premeditated and new questions, research)
 - Place for you to store any papers you are given in an organized fashion
- Leave behind
 - ❖ Cell phone (or at least turn it off)

What to Wear

- First impressions are everything
- Conservative, professional attire (generally, suits)
- Avoid heavy perfume/cologne
- For women, avoid open-toe shoes and very high heels

Interviewer Point of View

- Remember, the interviewer is trying to assess qualities about you in a short time period
 - ❖ Will this person be able to do the job? Are they articulate, confident and motivated as well as clinically competent?
 - ❖ Will this person fit in with the rest of the department?
- Conduct yourself with this in mind

Interview Behavior

- Firm handshake to start things off
 - ❖ Make sure hand is dry
- Being prepared and practicing will breed confidence and a calm exterior
 - ❖ Arrive early to perpetuate prepared feeling
- Show an interest in the interviewer, the institution, your potential colleagues and the position

Interview Behavior

- **Frequent eye contact when answering questions**
 - ❖ Keep it natural though
- **No negativity!**
- **Smile**
- **Avoid negative body language such as folding arms across chest**

Interview Behavior

- **Answering questions**
 - ❖ Pause before initiating your answer
 - ❖ Keep answers brief (nervous = rambling)
 - ❖ Speak slowly and clearly

What Kinds of Questions Might You Be Asked?

- **What are your goals? Where do you see yourself in one year? Five years?**
- **Why should we hire you?**
- **Give an example of how you've handled adversity.**

What Kinds of Questions Might You Be Asked?

- What is one word your residency director might use to describe you and why?
- Describe a strength/weakness.
- Describe a situation where you demonstrated leadership.



What Kinds of Questions Might You Be Asked?

- What is the biggest issue you feel pharmacy is facing today?
- If the candidate is expected to establish a service, be prepared to explain how you would accomplish this.



Understand the Market

- Currently, the demand for hospital pharmacists is down
- Many institutions have a “hiring freeze”
- Be flexible in location and work hours, if possible
- Establish the low end of the salary/benefits you would accept commensurate with your training/experience



Be Reasonable

- Your residency and rotations have exposed you to all that clinical pharmacy has to offer
- You may not get that “dream” clinical position right out of training
- If your impression of the organization is favorable and there is the potential for upward mobility, consider a staff or 50:50 position

What Kinds of Questions Should You Ask?

- A few questions are a must!
- Ask some premeditated questions as well as any that arise during the interview
- Ask questions that show you have researched the institution
- Know who you are speaking to and ask questions specific to that person’s practice
 - Listen closely to how your future colleagues describe their work environment
 - Get a business card from each interviewer if possible

Salary/Benefits Discussion

- Not early in the interview
- Should not be brought up by you during the interview
- Discuss in terms of ranges
 - Research going rates for new graduate in a similar position
- Can wait until you are offered the position
- Sometimes an employer will make up in benefits what they can’t pay in salary
 - Especially true in academia

Follow Up

- Send a thank you note immediately after interviewing
 - ✦ Typed or hand-written
 - ✦ Do not send an e-mail alone
 - ✦ Send one to each person you interviewed with
- Use this opportunity to find out the timeline for hiring and to reiterate your interest
- Don't burn bridges
 - ✦ Graciously decline an offer

Successful Steps to Your Ideal Position


