

John A. Doe, Pharm.D., BCPS
4500 East-West Highway, Suite 900, Bethesda, MD 20814
Email: JohnDoe@gmail.com Phone: (123)456-7890

Comment [ASHP NPF1]: Ensure that your email is updated as you progress in your career. Use a personal email if you prefer but make sure it has a professional name.

EDUCATIONAL EXPERIENCES

Generic University Aug. 2012 to May 2016
College of Pharmacy, City, State
Doctor of Pharmacy

Undergraduate University Aug. 2008 to May 2012
College of XYZ, City, State
Bachelor of Science

PROFESSIONAL TRAINING

Comment [ASHP NPF2]: While this example lists postgraduate training in its own section, it is also appropriate to include this information in "Educational Experiences" or "Professional Experiences".

PGY2 Infectious Disease Residency July 2017 to Present
Institution, City, State
Residency Program Director

PGY1 Pharmacy Practice Residency July 2016 to June 2017
Institution, City, State
Residency Program Director

PROFESSIONAL EXPERIENCES

Staff/Clinical Pharmacist July 2017 to Present
Institution, City, State
Preceptor/Manager, Credentials

Comment [ASHP NPF3]: It is appropriate to include the staffing component of your residency in this section.

- Unique activities or skills with action words

Comment [ASHP NPF4]: Activities should be limited to 2-3 bullet points.

Staff/Clinical Pharmacist July 2016 to June 2017
Institution, City, State
Preceptor/Manager, Credentials

- Unique activities or skills with action words

Comment [ASHP NPF5]: Action words should be in past tense as these activities have already been done.

Inpatient Pharmacy Intern May 2014 to May 2016
Institution, City, State
Preceptor/Manager, Credentials

- Unique activities or skills with action words

Community Pharmacy Intern Oct. 2012 to May 2014
Institution, City, State
Preceptor/Manager, Credentials

- Unique activities or skills with action words

PGY2 RESIDENCY EXPERIENCES

Infectious Diseases Consult III

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS-AQ ID

Planned for June 2018

Surgical Intensive Care Unit

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCCCP

Planned for May 2018

Antimicrobial Stewardship II

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS

Planned for Apr. 2018

Pediatric Infectious Diseases

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPPS

Planned for Mar. 2018

Infectious Diseases Consult II

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS-AQ ID

Feb. 2018

Medical Intensive Care Unit

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCCCP

Jan. 2018

Ambulatory Care: Hepatitis Clinic

Hospital Name, City, State
Preceptor: Name, RPh

(Longitudinal) Jan. to June 2018

Antimicrobial Stewardship Administration

Hospital Name, City, State
Preceptor: Name, R.Ph., M.P.H., BCPS

Nov. 2017

Clinical Microbiology Laboratory

Hospital Name, City, State
Preceptor: Name, Pharm.D.

Oct. 2017

Antimicrobial Stewardship I

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS-AQ ID

Sep. 2017

Academia

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCACP

(Longitudinal) Aug. 2017 to Apr. 2018

Comment [ASHP NPF6]: It is appropriate to list descriptions of your residency rotations. If descriptions are included in this section, it would be appropriate to remove them from your "PGY1 Residency Experiences". Activities should be limited to 2-3 bullet points, and action words should be in past tense as these activities have already been done.

Comment [ASHP NPF7]: It is important to include anticipated rotation experiences to showcase your well-rounded or unique experiences. Past and future rotations can be listed in the same section or split into separate sections.

PGY2 RESIDENCY EXPERIENCES (CONTINUED)

Transplant Infectious Diseases

Aug. 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D.**Infectious Diseases Consult I**

July 2017

Hospital Name, City, State
Preceptor: Name, R.Ph.

PGY1 RESIDENCY EXPERIENCES

Emergency Medicine

June 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS**Medical Intensive Care Unit**

May 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCCCP**Neonatal Intensive Care Unit**

Apr. 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPPS**Cardiology**

Mar. 2017

Hospital Name, City, State
Preceptor: Name, R.Ph.**Drug Information**

Feb. 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS**Pharmacy Administration**

Jan. 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., M.S., FASHP**Medication Safety**

(Longitudinal) Jan. to June 2017

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS**Internal Medicine**

November 2016

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCOP

Comment [ASHP NPF8]: When a section spans two pages, the section header should be duplicated with the addition of the word continued listed in parentheses.

PGY1 RESIDENCY EXPERIENCES (CONTINUED)

Hematology/Oncology

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS-AQ ID

October 2016

Infectious Diseases

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS-AQ ID

September 2016

Ambulatory Care: Internal Medicine Clinic

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCACP

(Longitudinal) Aug. to Dec. 2016

Surgery

Hospital Name, City, State
Preceptor: Name, Pharm.D.

August 2016

Orientation

Hospital Name, City, State
Preceptor: Name, Pharm.D., M.B.A.

July 2016

RESEARCH EXPERIENCE

Efficacy and opportunities associated with layered pharmacy learning in antimicrobial stewardship

Generic University/Institution, City, State
Advisors: List names, Pharm.D., BCPS-AQ ID

Aug. 2017 to Present

Evaluation of oral vancomycin compared to fecal transplants in cancer patients with recurrent Clostridium difficile infections

Generic University/Institution, City, State
Advisors/Co-investigators: List names, Pharm.D.

Aug. 2015 to May 2017

“Analyzing cost savings of medication reconciliation by pharmacy students in a pediatric hospital”

Generic University, City, State
Advisor: Names, Pharm.D., BCPPS

Oct. 2015

Comment [ASHP NPF9]: At this point in your career, APPE rotations should be removed from your CV. You could consider maintaining unique APPE experiences within other sections of your CV (e.g. if you did a rotation at a state or national society, community service or teaching based, etc.).

Comment [ASHP NPF10]: Research-related items are okay to place in multiple sections, if applicable (e.g., “Posters” and “Publications”).

Comment [ASHP NPF11]: If research is ongoing, ensure that your dates reflect that (e.g. August 2015 - Present).

Comment [ASHP NPF12]: The format of this section can vary. Include: Title, dates, university/location research conducted, and advisors/co-investigators.

Comment [ASHP NPF13]: Once you are a PGY2, you may want to remove your student research experience if it does not fit with your career focus.

TEACHING EXPERIENCES

PharmD Course Development

Generic University/Institution, City, State
Course Coordinator/Preceptor: Name, Pharm.D.

Aug. 2017 to Dec. 2017

Infectious Disease: Gram-Positive Organisms

Generic University/Institution, City, State
Course Coordinator: Name, Pharm.D.

Sept. 2016

Clostridium difficile infections

Generic University/Institution, City, State
Course Coordinator: Name, Pharm.D.

Mar. 2016

The Power of Networking

Generic University/Institution, City, State
Course Coordinator: Name, Pharm.D.

Jan. 2016

Lab Instructor – Integrated Lab

Generic University, City, State
Course Coordinator: Name, Pharm.D.

Oct. 2014 to Nov. 2014

Tutor – Rho Chi

Generic University, City, State
Course Coordinator: Name, Pharm.D.

Aug. 2013 to May 2014

PUBLICATIONS

Doe JA, Meyer OA, Wayne BA. Evaluation of oral vancomycin compared to fecal transplants in cancer patients with recurrent *Clostridium difficile* infections. Journal. 2017;4(12):123-7.

Doe JA. Changes in Pharmacy Work Flow. The Hospital Monthly Newsletter. November 2016;3:12.

POSTERS

Doe JA, Pippin SJ. Efficacy and opportunities associated with layered pharmacy learning in antimicrobial stewardship. American Society of Health-System Pharmacists Midyear Clinical Meeting, Orlando, Florida. December 2017.

Doe JA, Meyer OA, Wayne BA. Evaluation of oral vancomycin compared to fecal transplants in cancer patients with recurrent *Clostridium difficile* infections. American Society of Health-System Pharmacists Midyear Clinical Meeting, Las Vegas, Nevada. December 2016.

Comment [ASHP NPF14]: Components of your teaching certificate would go in this section but the actual certificate should be listed in "Certificates".

Comment [ASHP NPF15]: Continuing Education (CE) could be included in this section instead of "Presentations".

Comment [ASHP NPF16]: This section includes not only journal articles, but also articles in a newsletter or on a website.

Comment [ASHP NPF17]: Make sure formatting is similar throughout the CV. It is good to match your "Posters" section to your "Publications" section.

POSTERS (CONTINUED)

Doe JA, Smith DA, Osbourne ML. Analyzing cost savings of medication reconciliation by pharmacy students in a pediatric hospital. American Society of Health-System Pharmacists Midyear Clinical Meeting, New Orleans, Louisiana. December 2015.

Comment [ASHP NPF18]: Once you are a PGY2, you may want to remove your student posters if they do not fit with your career focus.

REGIONAL AND STATE PRESENTATIONS

“Don’t Go Breaking My Heart: Pharmacologic Updates for Infective Endocarditis” Feb. 2018

ACPE accredited formal presentation to specific health care professionals; National Conference. Institution, City, State.

“Sleepless in Seattle: Pharmacologic Updates for the Treatment of Insomnia” Nov. 2016

ACPE accredited formal presentation to specific health care professionals; State Regional Conference. Institution, City, State.

INSTITUTIONAL PRESENTATIONS

Cystic Fibrosis Mar. 2018

Formal presentation on the treatment of pediatric cystic fibrosis patients to specific health care professionals; Institution, City, State.

Comment [ASHP NPF19]: There are several methods for formatting your presentations as seen on the Student CV example. As you go through each transition, it is normal to change how sections of your CV appear as a means to look more professional.

Coughing Up a Lung: Overview of Hospital-Acquired Pneumonia Jan. 2018

Formal presentation on guideline updates to the treatment of hospital-acquired pneumonia in health care to specific health care professionals; Institution, City, State.

Through The Microscope Oct. 2017

Formal presentation on the roles of microbiology pathologists in health care to specific health care professionals; Institution, City, State.

How to Improve Your Antimicrobial Stewardship Sept. 2017

Formal presentation on new methods and techniques to perform more efficient antimicrobial stewardship in internal medicine populations to specific health care professionals; Institution, City, State.

Dude, Where’s My Kidney? Aug. 2017

Formal presentation on the types of infections seen in kidney transplant patients to specific health care professionals; Institution, City, State.

How Shocking! Sepsis Guideline Updates Jan. 2017

Formal presentation on the updated sepsis guidelines to specific health care professionals; Institution, City, State.

Comment [ASHP NPF20]: PGY1 presentations can be included if they coincide with your career goals (e.g. list antimicrobial presentations when applying for an infectious disease position).

INSTITUTIONAL PRESENTATIONS (CONTINUED)

Antibiotics: The Fifth Generation

Sep. 2016

Formal presentation on ceftaroline to specific health care professionals; Institution, City, State.

Novel Oral Anticoagulants

August 2016

Formal presentation on novel oral anticoagulants to specific health care professionals; Institution, City, State.

Comment [ASHP NPF21]: Only include presentations that are relevant to the job for which you are applying. Also, as time goes by and more presentations occur, start removing your student presentations

LEADERSHIP EXPERIENCES

Generic PGY2 Residency Program

Aug. 2017 to Present

Committee

- Activities/duties with action words

Generic PGY1 Residency Program

Aug. 2016 to June 2017

Chief Pharmacy Resident

- Activities/duties with action words

Generic Residency Program

Aug. 2016 to June 2017

Committee Lead

- Activities/duties with action words

American Society of Health-System Pharmacists

July 2016 to Present

New Practitioners Forum Career Development Advisory Group

- Activities/duties with action words

American Society of Health-System Pharmacists

Aug. 2014 to Aug. 2015

Leadership role/title

- Activities/duties with action words

Comment [ASHP NPF22]: Undergraduate leadership experiences should be removed from your CV as leadership experiences from residency and pharmacy school are more relevant.

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

Medication Safety Committee

July 2017 to Present

Pharmacy and Therapeutics Committee

Jul. 2016 to June 2017

American Society of Health-System Pharmacists

Aug. 2012 to Present

State Pharmacy Organization

Aug. 2012 to Present

Comment [ASHP NPF23]: It can be appropriate to combine this section with "Leadership Experiences". Undergraduate organizations should be removed from your CV as activities/affiliations from residency and pharmacy school are more relevant. If membership in an undergraduate organization is lifelong (i.e. professional fraternity/society), consider leaving on CV.

COMMUNITY SERVICE

Donate Life Ambassador

Apr. 2017 to Present

Student-Run Free Clinic

Aug. 2013 to Aug. 2015

Student Pharmacist

- Activities/duties with action words
- Hours served: 4 hours/week

John A. Doe, Page 7/8

HONORS AND AWARDS

Generic Institution Research Day First Place	May 2017
Dr. Name Student Leadership Award	Apr. 2014
State Society of Health-System Pharmacists Scholarship Award	Apr. 2014
Phi Lambda Sigma (National Pharmacy Leadership Society)	Inducted Mar. 2013

LICENSURES AND CERTIFICATIONS

State Registered Pharmacist (#123456789)	July 2016 to Present
Board Certified Pharmacotherapy Specialist	Dec. 2017
Generic University Teaching Certificate	May 2017
Advanced Cardiac Life Support	July 2016
Immunization Certification	Dec. 2013
Human Research Training	Sep. 2012

REFERENCES

Available upon request

Comment [ASHP NPF24]: Undergraduate experiences should be removed at this point in time.

Comment [ASHP NPF25]: Consider including a one line description of the criteria or qualifications on which the honor/award is based if not widely understood.

Comment [ASHP NPF26]: Pharmacist license supersedes all other certifications in this section. An intern license should be removed once pharmacist licensure is obtained.

Comment [ASHP NPF27]: Once higher certifications are obtained, others can be removed. For example, if you have Advanced Cardiac Life Support certification, it is assumed you have Basic Life Support certification.