

Dos and Don'ts

Sample CV

CV writing

Letter of intent

Objectives

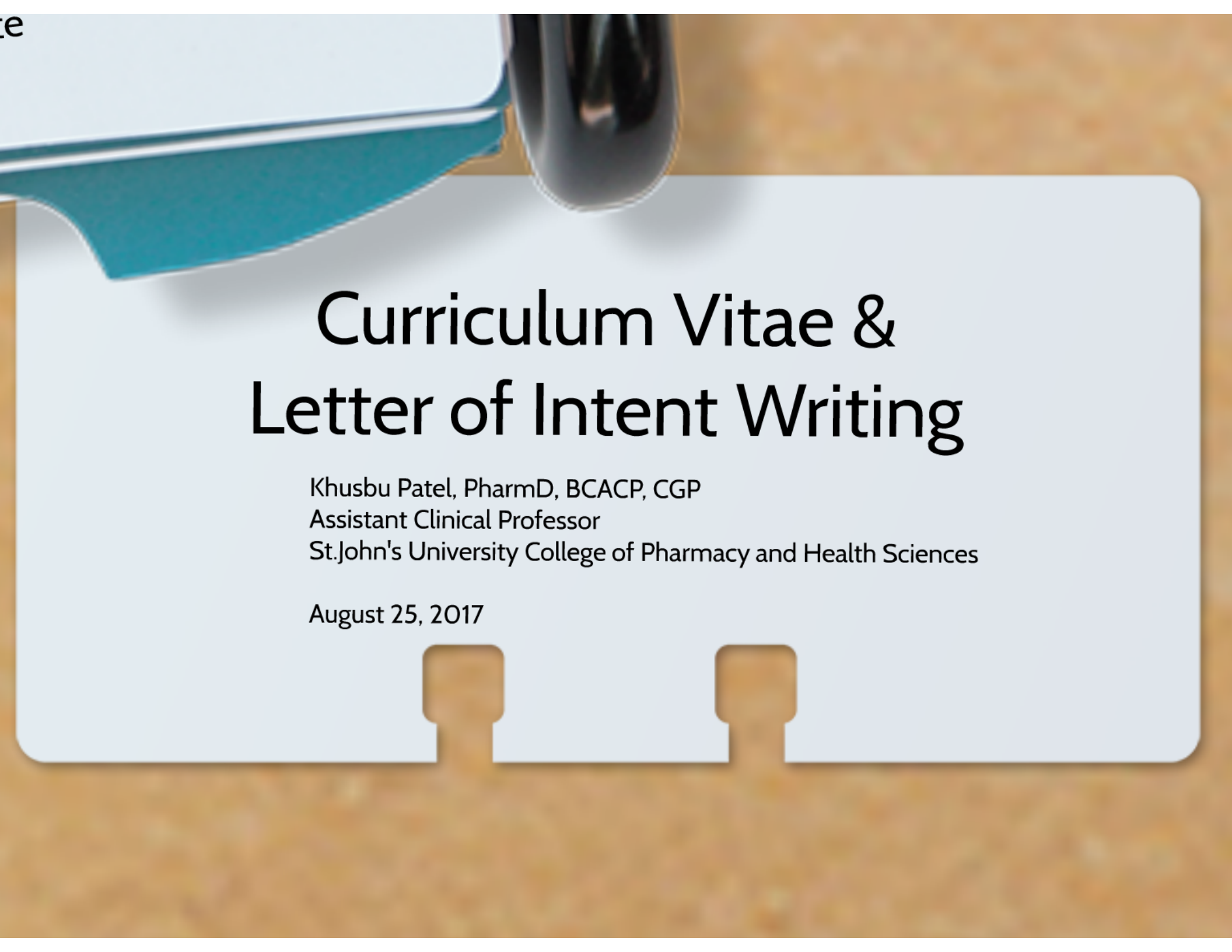
CV vs Resume

CV	RESUME
Length: Longer due to content	Length: Short
Content: Area-specific listing of education and academic background	Content: A - Includes summary of skills, experiences and education
Purpose: Teaching, research, fellowships/residencies, or further academic training	Purpose: Interview or employment

Tips for letter of intent writing

- Think about the individual job or program
- Why this specific program?
- Tone should be positive and professional
- Highlight what is unique about you
- Format should be of a formal business letter
 - Addresses on top
 - Start with Dear
 - Closing (Sincerely, kind regards, etc)





Curriculum Vitae & Letter of Intent Writing

Khusbu Patel, PharmD, BCACP, CGP

Assistant Clinical Professor

St.John's University College of Pharmacy and Health Sciences

August 25, 2017

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Objectives

- *Describe the content of a CV*
- *Modify your CV and critique the work of your colleagues*
- *Create a letter of intent based on job interests*

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Creating a CV

Content

- Contact information
- Education
- Residencies and fellowships
- Licensure and certifications
- Professional experience
- Teaching experience
- Presentations
- Publications
- Research experience
- Professional associations and appointments
- Volunteer experience
- Other qualifications like languages



Structure

- No 'right way' - prioritize importance
- Reverse chronological order
- Use bold and/or caps for headings
- Footer with page number and name

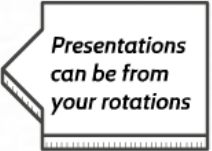
The 5 C's for CV writing

- Clear** (well organized)
- Concise** (relevant and necessary)
- Complete** (include all applicable sections)
- Consistent** (do not mix styles or fonts)
- Current** (up-to-date information)

Content

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*Presentations
can be from
your rotations*

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The 5 C's for CV writing

Clear (well organized)

Concise (relevant and necessary)

Complete (include all applicable sections)

Consistent (do not mix styles or fonts)

Current (up-to-date information)

Things to do:

- Make CV relevant to the position
- Proofread!
- Ask someone to review the CV
- Include accurate titles of preceptors (PharmD, BCPS)
- Do not staple (paperclip pages)
- Review CV before interviews

Things NOT to do:

- Include unnecessary personal information
- False information
- Include jobs or hobbies not related
- Use a casual email (thestud234@gmail.com) or email addresses with an expiration date
- Use unknown abbreviations

Sample CV



MINDY MELLVILLE, PHARM.D.

Contact information

633 Uptown Parkway, New York, NY | (718) 555 - 5555 | MindyMellville@gmail.com

EDUCATION

September 2004-May 2010

Clear headers

Doctor of Pharmacy
St. John's University
College of Pharmacy and Health Sciences
Queens, New York

POST GRADUATE TRAINING

July 2011-June 2012

ASHP Accredited PGY1 Pharmacy Practice Residency
Hospital System of New York
New York, New York
Program Director: Gertrude Miller, PharmD, BCPS

Order of
importance

LICENSURE/CERTIFICATION

July 2010-Present

Pharmacist # 2333345
New York State Board of Pharmacy

PROFESSIONAL EXPERIENCE

September 2005-May 2010

Milton's Community Pharmacy
Queens, New York
Pharmacy Intern

Professional Experience Content

1. Work experience - Work as technician/intern
2. Experiential Rotations - List in reverse chronological order, include site, preceptor, and dates; include planned rotations)
3. Advanced Pharmacy Practice Experiences (APPE) - List all APPE scheduled and completed

ADVANCED PHARMACY PRACTICE EXPERIENCE

October/November 2009

Reverse
chronological
order

- Inpatient Clerkship
New York Medical Center, Manhattan NY
Preceptor Judy Blum, Pharm.D, AQ-ID
- Attended infectious disease and microbiology rounds
 - Identified drug interactions/dosing issues on HIV medication utilization reports
 - Answered drug information questions presented at rounds
 - Followed patient cases to present to preceptor

September/October 2009

Correct information for
preceptors

- Ambulatory Care Clerkship
Scholls Pharmacy, Levittown NY
Preceptor Chris Rock, Pharm.D.
- Participated in senior talks and brown bag services at a senior citizen center
 - Conducted osteoporosis screenings at health fairs
 - Measured blood pressure and provided counseling

August/September 2009

- Institutional Externship
Riverside Medical Center, North Bergen NJ
Preceptor Demi Moore, Pharm.D.
- Conducted daily medication reconciliations
 - Monitored patients for antibiotic susceptibility
 - Checked anticoagulation dose and indication for patients

MINDY MELLVILLE, PHARM.D.

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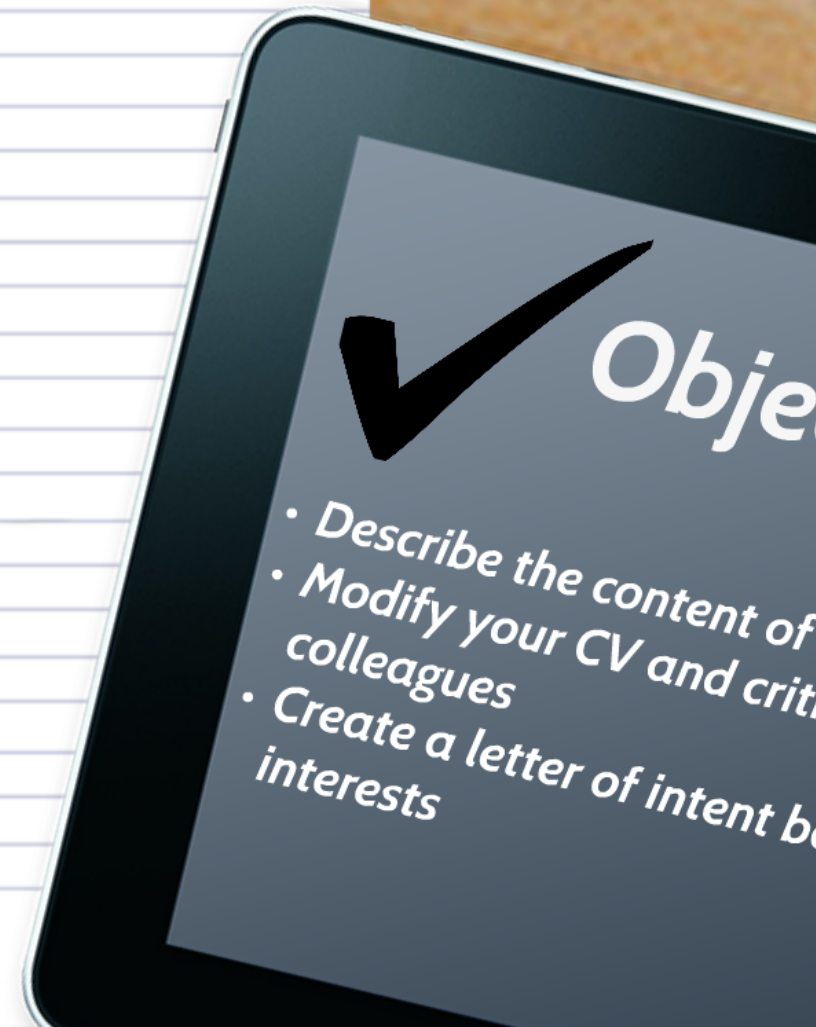
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Writing a letter of intent:

- Letter directed toward a training director expressing interest in the job or program
- Content:
 - Something brief about you (reason for writing the letter and reason for your interest)
 - Your experience (concisely summarized)
 - What the program will offer you
 - What you will offer the program
 - Career goals and objectives



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Mindy Mellville
333 Pine Road
New York, NY 10023

Your contact info

December 16, 2014

Date

Robert Lee, Pharm.D.
City Medical Center
Pharmacy Service (119)
390 Westing Avenue
Philadelphia, PA 19104

Contact info for letter receiver

Dear Dr. Lee,

One page

I am writing this letter to express my strong interest in City Medical Center pharmacy practice residency (PGY1). I had the opportunity to learn about the program's dynamic approach to health care at ASHP Midyear Clinical Meeting through the current residents at your facility. My goal is to pursue a residency focused on ambulatory care with the opportunity to be involved in a collaborative health care team and participate in academia.

Be specific, 2 - 3 paragraphs

Throughout the past 6 years, I have been a leader at Rubin University College of Pharmacy and Allied Health. I have played an active role with several executive board positions including chapter president of APhA-Academy of Student Pharmacists by organizing health initiatives, community fairs, and fundraisers. I have always been an educator at heart, and have found this dedication to be incorporated throughout my professional development. I have exercised management/delegation skills, and have helped initiate a mentorship program for freshmen in pharmacy school. In the community, I have been

throughout my professional development. I have exercised management/delegation skills, and have helped initiate a mentorship program for freshmen in pharmacy school. In the community, I have been active in brown bag services, which includes senior center talks to prevent poly-pharmacy and to increase medication compliance. In addition, I have worked with other health care professionals on clinical clerkship rotations and community service events such as during the New York City Marathon as a medical team volunteer to provide drug information. My experiences on the collegiate level have prepared me for a residency and I am dedicated to challenge myself in a vigorous program.

How you are a
fitting
candidate

How you would contribute

Future goals

During a residency program, I would like to build a strong foundation in clinical skills, and use my experience to better manage disease states and contribute to the profession in the form of research and innovative projects. I would like to obtain a program that is known for its excellence in patient care, and with opportunities to be involved in ambulatory care clinics and inpatient services. While speaking to Dr. Cindy Moore, I learned that the program is flexible and offers a wide range of clinical experiences that interest me including a role as a preceptor to pharmacy students and home based primary care. I have enclosed my curriculum vitae, which contains additional information about my professional experiences. I look forward to the opportunity to meeting you and the staff for an interview. Please contact me at MindyMellville@gmail.com or (212) 919-5555 for any questions or concerns.

Sincerely,

Contact
information at
the end

Mindy Mellvielle
Pharm.D. Candidate
Rubin University College of Pharmacy and Allied Health

Formal letter closing

Summary



- Update your CV to include all pertinent information
- Write a letter of intent that is specific and relevant to the specific job
- CV and letter of intent are the first impression that employers have of you! Have colleagues or mentors give your feedback

Resources after today

- American College of Clinical Pharmacy - CV preparation tips
<https://www.accp.com/>
- Your University!

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