

Curriculum Vitae & Resume Basics



Differences Between CV & Resume

Many students will end up with a hybrid version of a CV and resume. It is important to tailor each one to the specific position, audience, or purpose. For example, larger chains or organizations generally prefer no more than 2 pages of very relevant information to a longer CV. If you are applying for residencies, lengthy CV's are more common.

Regardless of your purpose, lay out your sections in priority order and use bullet point statements to highlight your most important skills and accomplishments.

	Resume	Curriculum Vitae (CV)
MEANING	French = "summary"	Latin = "course of life"
LENGTH	Brief/concise Typically 1.5-2 pages	No page limit
PURPOSE	Demonstrate fit for specific position Position-driven	Record/demonstrate all pharmacy/related content Discipline-driven
TYPICAL USES (always check what the position/program prefers!)	Community pharmacy, industry, other specific positions	Academia, research, residency

For both CVs and Resumes

AUDIENCE - YOU control what the reader is drawn to

PURPOSE - How are you using the document?

TAILOR - Both resume and CVs need to be tailored. This includes the order of content, headings, language usage, and content.

Content: Bullet Point Statements

How you describe your skills and experiences makes a big difference - this is your opportunity to differentiate yourself.

Use action verbs/positive words

- Create strong impact (e.g. motivated, monitored, created, analyzed, coordinated)
- <https://career.d.umn.edu/students/resume-cover-letter/action-verbs-category>

Quantifiers

- Use numbers (percentages, increases/decreases) to help show your impact

Skills/Accomplishments/Impact

- Highlight key accomplishments and skills developed, not a job description of duties

Reviewing Your CV/Resume

Questions to ask yourself when you are reviewing your CV/Resume:

- Does the content tell the reader what they need to know?
- Is it tailored to the position?
- Do I want to read this document?
- Do I feel I can easily find the information I need?
- Is it overwhelming/difficult to follow?

Your CV/Resume is the first impression when an employer is considering your application.

Consider the layout and looks of your CV/Resume as well:

- Does it look clear, organized and professional?
- Look at the example CV handout or the links listed on page 2

Curriculum Vitae & Resume Basics Continued



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Pillars of a Strong CV/Resume

CLEAR: Well-organized and logical

ACCURATE: Factual and clear, spelling error-free

CONSISTENT: Uniform use of styles, fonts, and phrases

CURRENT: Up-to-date

SCANNABLE: Easy-to-read, simple font, PDF

More on what “scannable” means:

Scannable refers to both curb appeal (overall structure and readability) as well as scanning software. The format (PDF) and word choices you make are very important! Check that the words in your document are consistent with the job description, which is what the scanning software would use to screen applications.

Simple CV/Resume Checklist

Before submitting, ask yourself:

- Does it highlight my experience and unique factors?
- Have I emphasized my achievements and results?
 - Use action verbs
 - Quantify results
- Does it have an easy to read design and language?
- Is it free of spelling and grammar errors?
- Are my education and/or related professional experiences first?
- Who can I have review my CV/resume?

Additional Resources

ASHP CV Development (available to members):

<https://www.ashp.org/Pharmacy-Student/Career-Development/CV-Development>

ACCP CV Preparation: <https://www.accp.com/stunet/cv.aspx>

Links to additional College of Pharmacy CV handouts:

- [CV/Resume Writing Checklist](#)
- [Sample CV](#)

Avoid Common Mistakes

- **Forgetting to use a page header or footer with your full name and page number** (except first page)
- **Not using “Continued” in the section header if a section spans onto a second page** (e.g. “Professional experience Continued”
 - Try to avoid having sections split across pages, but if you must, be sure you do not split an entry
- **Using graphics or photos**
 - Do NOT use graphics or photos! These distract from the content.
- **Not using action verbs and/or positive words**
 - Action verbs create a strong impact

ALWAYS HAVE SOMEONE REVIEW YOUR CV/RESUME BEFORE SUBMITTING

Utilize your network and your campus resources, and get multiple people to give you feedback whenever possible.

Current UMN PharmD students and alumni within 1 year on the Twin Cities & Duluth campuses: Get personalized career coaching support! Contact Susan LeBlanc at sleblanc@umn.edu, or schedule an appointment directly at susan.appointments.umn.edu.