

CV/Resume Writing Checklist



COLLEGE OF PHARMACY

UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

Readability

- Page numbers with name as header or footer (e.g. Goldy Gopher-Page 2)
- Items appear in reverse chronological order - IPPEs/APPEs can appear in chronological order if preferred
- Use bullets and make good use of white space
- Do not overuse highlights (underline, italics, bold, CAPS)
- No acronyms (spell out MPSA)
- Headers begin each page - can be a repeated header with "continued"

Education

- Name of institution, dates degree earned/anticipate earning
- Most current listed first
- Degree(s) and/or major(s) listed

Professional/Related/Work Experience

- Entries are consistent: organization, title, location (city and state), dates
- Descriptions are brief and begin with an action verb (e.g. developed, coordinated, presented, etc.). Here is a list of action verbs for some additional ideas: <https://career.d.umn.edu/students/resume-cover-letter/action-verbs-category>
- Emphasize accomplishments and unique experiences, not simply job duties (e.g. does NOT include: "Performed technician duties. Filled prescriptions.")

Organization Involvement (Professional or Student Orgs)

- Name the organization - no abbreviations
- Includes officer or leadership roles, committee memberships if applicable
- Includes bullet point statements to describe accomplishments and concrete outcomes

Certifications/Training/Special Skills

- Includes trainings specific to health professionals (e.g. CPR/AED training, immunization training, MN Pharmacy Intern, etc.)
- Mentions elective courses, if desired. Can also be included under Education section
- Includes pertinent on the job training programs
- Can include any military service
- Other possible skills to include: second/third language skills, computer/technology skills

BASIC COMPONENTS OF YOUR CV/RESUME:

- Clear: Well-organized & logical
- Concise: to the point, differentiate instead of describe
- Complete: includes all relevant information
- Accurate: factual and error-free
- Consistent: uniform use of formatting and font
- Scannable: easy-to-read, use of white space, simple font and formatting, PDF.

CV/Resume Writing Checklist Continued



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Other Potential Areas (CV Only)

Presentations (e.g. community presentations, APPE presentations, PharmD presentation)

- Includes title, audience, location given, date

Teaching

- List courses/workshops taught
- Describes type of students (undergraduate, graduate, pharmacy, medical, nursing, etc.)
- Includes # of students taught
- Includes your role (teaching assistant, instructor)

Research (e.g. Melendy Project, PharmD Capstone Paper)

- Includes grants and patents if applicable

Publications (e.g. abstracts, newsletters, articles)

- Indicates “accepted” or “in press”

Documenting Rotation Experiences (added as accumulated)

- Includes type (acute care, community, pediatric, ambulatory care, etc.)
- Includes location (e.g. University of Minnesota Medical Center)
- Includes preceptor name and their credentials)
- Includes dates

General Content Reminders

- Emphasize leadership positions
- Highlight new initiatives developed and what the outcome was
- Highlight accomplishments and concrete outcomes whenever possible
- Highlight unique experiences that set you apart

Save your completed document as a PDF file whenever submitting for a job/residency/fellowship application

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.