

Curriculum Vitae & Resume Basics

University of Minnesota - College Pharmacy

Differences Between CV & Resume

Know when to use each

Many students will end up with a hybrid version of a CV and resume. Be sure to tailor each one to the specific position, audience, or purpose.

Even on CV's, lay out your experience sections in priority order (always use reverse chronological order within a section) and use bullet point statements to highlight your most important skills and accomplishments.

Larger chain/organizations generally prefer 2 pages of very relevant information to longer documents.

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

The Keys

For both CVs and Resumes

AUDIENCE—YOU control what the reader is drawn to

PURPOSE—How are you using the document?

TAILOR—Both resumes and CVs need to be tailored.

Including: Order of content, headings, language, content

Content-Bullet Point Statements

This makes the big difference

This is your opportunity to differentiate yourself

Use action verbs/positive words

- Create strong impact (eg. motivated, monitored, created, analyzed, coordinated)
- <http://d.umn.edu/career-internship-services/career-handbook/action-verbs>

Quantifiers

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

Skills, Accomplishments, Impact

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

When Reviewing CVs/Resumes

Content + "Curb Appeal"

Questions to ask yourself when 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? Or, is it overwhelming? Difficult to follow?

Your CV/resume is the first impression in considering your application.

Consider the layout and looks of your CV/Resume

- Does it look clear, organized and professional?
- Look at the example CV resource or the ones listed in the references



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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/readability) as well as scanning software—format (PDF) and WORD CHOICE—are the words in your document consistent with the job description, which is what a scanning software would use for screening.

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?

Avoid Common Mistakes

- **Use a page header or footer with full name and page number (except first page)**
- **Use "Continued" in the header if a section spans onto a second page** (eg. "Professional Experience Continued")
 - Try to avoid having sections split across pages but if you must, be sure you do not split an entry
- **No graphics or photos**
 - Graphics and photos distract from the more important information.
- **Use action verbs/positive words**
 - Creates strong impact. Examples: motivated, monitored, created, analyzed, coordinated
 - See examples: <http://d.umn.edu/career-internship-services/career-handbook/action-verbs>

**ALWAYS HAVE
SOMEONE REVIEW
YOUR CV/RESUME
BEFORE
SUBMITTING**

Utilize your network
and your campus
resources

Resources

Refer to **Sample CV Handout & CV Checklist Handout**

Sample Pharmacy Student Resumes: <https://career.ucsf.edu/pharmacy-students/internships-jobs-residency/cvs-resumes-cover-letters>

ACCP CV Preparation: <https://career.ucsf.edu/pharmacy-students/internships-jobs-residency/cvs-resumes-cover-letters>

ASHP CV Development (available to members): <https://www.ashp.org/Pharmacy-Student/Career-Development/CV-Development>



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