

# CV Writing Checklist

University of Minnesota - College Pharmacy

## Readability

- Page numbers with name as header or footer (e.g. John Smith-Page 2)
- Items appear in reverse chronological order – IPPEs/APPEs can appear in chronological order, if preferred
- Used bullets and good white space
- Does not over-use highlights (e.g. underline, italics, bold, CAPS)
- No acronyms (e.g. spell out MPSA)
- Readily 'scannable' – information can be found quickly
- No page breaks mid-entry.
- Headers begin each page - can be a repeated header with "continued"

## Education

- Name of institution, dates of attendance, degrees sought
- Most current listed first
- Degrees and/or majors listed

## Professional (Work) Experience

- Entries are consistent: Organization, title, location (city/state), dates
- Descriptions are brief and begin with an action word (e.g. developed, coordinated, presented, assisted) If you need a list of action words, go to:  
<http://owl.english.purdue.edu/owl/resource/543/02/> or  
[http://www.d.umn.edu/careers/handbook/action\\_verbs.html](http://www.d.umn.edu/careers/handbook/action_verbs.html)
- Emphasizes accomplishments and unique experiences, not job duties (i.e. does NOT include: "Performed technician duties. Filled prescriptions")

## Organizational Involvement

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

## Highlighting Special Skills/Training/Certifications

- Includes courses specific to health professionals (e.g. CPR/AED training, immunization training, HIPAA training, MN Pharmacy Intern etc.)
- Mentions electives, if desired. This can also be included with "education" section.
- Includes pertinent on the job training programs
- Includes any military service
- Mentions foreign language skills
- Mentions computer/technology skills

## Basic Components of your CV:

- Clear: Well-organized and 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



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# Cover Letters

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## CV Writing Checklist Continued:

### Other areas:

#### **Presentations (e.g. community presentations, APPE presentations, Pharm.D. presentation)**

- Includes title, audience, location given, date

#### **Teaching if applicable/desired**

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

#### **Research** (e.g. Melendy project, Pharm.D. Capstone Paper), if applicable/desired

- Includes grants and patents if applicable

#### **Publications** (e.g. abstracts, newsletters, articles), if applicable/desired

- Indicates "accepted" or "in press"

### **Documenting Rotation Experiences (added as accumulated)**

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

### **CV Differentiates Instead of Describes**

- Emphasizes leadership positions
- Highlights new initiatives developed
- Highlights accomplishments/concrete outcomes

### **General**

- Entries are succinct, not short
- Profiles the candidate's interests
- Highlights unique experiences
- Creates confidence in the candidate's abilities
- Saved as a PDF file



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