

Sample CV

University of Minnesota - College Pharmacy

AVERY SMITH

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Contact information (phone and email) is required; physical address is not required.

Be sure heading is differentiated from rest of CV.

EDUCATION

Only list "candidate" within a year of graduation.

Doctor of Pharmacy (candidate) 2012 – 2016
University of Minnesota College of Pharmacy
Minneapolis, Minnesota

Bachelor of Arts in Biology 2007 – 2011
Summa cum laude
Minnesota State University, Mankato
Mankato, Minnesota

Study Abroad

Cultures of Creativity: Mankato State University Choir Tour in Italy January 2011
With One Voice in Tanzania January 2010

- ❖ Visited the Kilimanjaro Christian Medical Centre, Arusha Lutheran Medical Centre, Ilula Hospital, and Tungamalenga Clinic to observe care providers and patient care interactions at each site

Always list graduation/end date. Start date is optional.

If a degree was NOT obtained, be sure that is clear and not misleading.

PROFESSIONAL EXPERIENCE

Pharmacy Intern May 2013 – present
United Hospital; Saint Paul, Minnesota

- ❖ Update medication histories for patients being admitted through the Emergency Department
- ❖ Collaborate with clinical managers to complete patient safety data analysis project, resulting in 3 new patient safety initiatives
- ❖ Communicated using translators with diverse patient population

BULLET POINT STATEMENTS

- Indicate skills, accomplishments, and result/impact of your actions in the role.
- Begin with action verb (indicate skills).
- Quantify impact (\$, %, increase/decrease).
- Avoid solely listing job duties.
- If it can be assumed (i.e. fill prescriptions), remove from CV.

Phlebotomist June 2011 – May 2013
United Hospital; Saint Paul, Minnesota

- ❖ Assist phlebotomists to separate and process blood products, including whole blood, platelet, and red cell collections, and research units
- ❖ Perform quality control tests for proper handling and storage of blood products, centrifuging units, and storage of units
- ❖ Perform quality control tests for welding, filtering, and computerized tracking and labeling of units

LEADERSHIP

Phi Lambda Sigma May 2014 – present
Member

- ❖ Participate in professional development events and meetings to foster leadership development in the profession of pharmacy
- ❖ Nominate students for membership and participate in the application and selection process

Rho Chi Honor Society Sept. 2014 – May 2015
Secretary

- ❖ Recorded meeting minutes
- ❖ Participated in event planning and fund allocation as a member of the executive board

Do not insert a page break in the middle of a position. If breaking in the middle of a section is necessary, use a "continued" heading.

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LEADERSHIP (CONTINUED)

CARE for Haiti: Clinics and Relief Efforts

May 2013 – May 2015

Trip Coordinator

- ❖ Student-led clinic in Chabin, Haiti that serves over 400 patients on an annual basis
- ❖ Coordinated budget, formulary, supplies, participant application process and group meetings
- ❖ Managed and participated in fundraising events, including campus-wide events, dinner fundraisers, grant writing, and requesting donations

TEACHING EXPERIENCE

Pharmaceutical Care Skills Lab Teaching Assistant

Jan. 2015 – May 2015

Nicole Rydnow, Course Instructor – University of Minnesota College of Pharmacy; Minneapolis, Minnesota

- ❖ Taught and graded sterile compounding laboratory work
- ❖ Assessed students' sterile compounding technique and provided feedback

Peer Mentor

Sept. 2010 – May 2011

Minnesota State University Biology and Chemistry Departments (HHMI grant-funded program); Mankato, Minnesota

- ❖ Mentored small groups of students co-enrolled in introductory biology and chemistry courses during hour-long weekly meetings
- ❖ Facilitated activities prepared by the course instructors, customizing them to students' needs
- ❖ Helped students develop study skills and clarify course material, enhancing classroom and laboratory learning

Cell and Molecular Biology Teaching Assistant

Sept. 2010 – Dec. 2010

Sanjive Qazr, Course Instructor – Minnesota State University Biology Department; Mankato, Minnesota

- ❖ Prepared materials for weekly three hour-long labs
- ❖ Supervised and aided students in experimental work

SERVICE

Admissions Committee, University of Minnesota College of Pharmacy

Sept. 2013 – May 2015

Class of 2016 Student Representative

- ❖ Reviewed applications to the PharmD program and made admission decisions based on an applicant's academic performance, involvements, work experience, essays, interview, and motivation for entering the field of pharmacy
- ❖ Presented applicants in committee meetings and voted on admission decisions

Phillips Neighborhood Clinic

May 2013 – May 2015

Pharmaceutical Care Clinician

- ❖ Participated in patient visits as part of an interdisciplinary care team consisting of medical, nursing, nutrition, physical therapy, mental health, and dental students
- ❖ Interviewed patients to gather information about medication use and social history
- ❖ Discussed patient cases with fellow students and practitioners and help develop care plans for patients
- ❖ Recorded progress notes for each encounter in EPIC

List your name and page number on pages 2 and following.

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SERVICE (CONTINUED)

Bone Marrow Registry

February 2013

Volunteer

- ❖ Assisted potential donors in performing cheek swabs to enroll in the National Bone Marrow Registry

CARE for Haiti: Clinics and Relief Efforts

Nov. 2012 – April 2013

Team Member

- ❖ Planned and participated in fundraising events throughout the year
- ❖ Participated in a week-long mission trip in March 2013 and volunteered in the free clinic in Chabin, Haiti, performing patient intake, transcribing patient prescription labels in Creole, dispensing medications, and counseling patients with the aid of interpreters

Phillips Neighborhood Clinic

Oct. 2012 – Aug. 2013

Front Desk Volunteer

- ❖ Interacted with patients as they arrive to the clinic and initiate patient appointments in EPIC
- ❖ Collaborated with other providers within the clinic to ensure efficient flow and record services utilized

University of Minnesota College of Pharmacy

Oct. 2012 – present

Student Ambassador

- ❖ Give prospective students tours of the College of Pharmacy and answer questions
- ❖ Provide student perspective during Preview or Interview Days by participating in student panels

Minnesota Pharmacy Student Alliance

Oct. 2012 – May 2013

Pre to D Mentor

- ❖ Corresponded with a pre-pharmacy undergraduate student throughout the school year
- ❖ Attended Pre to D social events and answered questions about the curriculum, extracurricular opportunities, and student life in pharmacy school

ADVANCED PHARMACY PRACTICE EXPERIENCES

Ambulatory Care

Mar. 28 – Apr. 29, 2015

UMP Broadway Family Medicine Clinic; Minneapolis, Minnesota

Preceptor: Jean Moon, PharmD

Patient Care: Infectious Disease

Feb. 22 – Mar. 25, 2015

Allina Abbott Northwestern Hospital; Minneapolis, Minnesota

Preceptor: Krista Gens, PharmD, BCPS-AQ ID

Community

Jan. 11 – Feb. 19, 2015

Cub Pharmacy; St. Louis Park, Minnesota

Preceptor: Jennifer Riss, PharmD

Patient Care: Toxicology

Nov. 9 – Dec. 18, 2015

Regions Hospital; Saint Paul, Minnesota

Preceptor: Kristin Engebretsen, PharmD, DABAT

Patient Care: Psychiatry

Oct. 5 – Nov. 6, 2015

Minnesota State Operated Forensic Services, Saint Peter Regional Treatment Center; Saint Peter, Minnesota

Preceptor: Sarah Hommerding, PharmD, BCPFP

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ADVANCED PHARMACY PRACTICE EXPERIENCES (CONTINUED)

Patient Care: Pain Management <i>University of Minnesota Medical Center, Fairview; Minneapolis, Minnesota</i> Preceptor: Virginia Ghafoor, PharmD	July 27 – Aug. 28, 2015
Acute Care: Pediatric General Medicine, Hematology and Oncology <i>University of Minnesota Masonic Children's Hospital, Fairview Riverside; Minneapolis, Minnesota</i> Preceptor: Angie Skoglund, PharmD, BCPS	June 22 – July 24, 2015
Acute Care: Adult Hematology and Oncology <i>University of Minnesota Medical Center, Fairview; Minneapolis, Minnesota</i> Preceptor: Laurel Clair, RPh	May 18 – June 19, 2015

INTRODUCTORY PHARMACY PRACTICE EXPERIENCES

Institutional <i>Methodist Hospital; St. Louis Park, Minnesota</i> Preceptor: Joanne Schneider, RPh	Summer 2014
Community <i>Fairview Cedar Ridge Pharmacy; Apple Valley, Minnesota</i> Preceptor: Nicole Christian, PharmD	Summer 2013

PROFESSIONAL MEETINGS

ASHP Midyear Clinical Meeting <i>New Orleans, Louisiana</i>	December 6-10, 2015
MSHP Midyear Clinical Meeting <i>Brooklyn Center, Minnesota</i>	September 18, 2015
ASHP Midyear Clinical Meeting <i>Anaheim, California</i>	December 7-11, 2014
MSHP Midyear Clinical Meeting <i>Brooklyn Center, Minnesota</i>	September 19, 2014
Utah School on Alcoholism and Other Drug Dependencies <i>Salt Lake City, Utah</i>	June 15-20, 2014
APhA-ASP Midyear Regional Meeting <i>Iowa City, Iowa</i>	November 8-10, 2013

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HONORS AND AWARDS

Brother of the Month, Kappa Psi Pharmaceutical Fraternity <i>Selected by the fraternity to recognize a brother for extraordinary service or achievement</i>	March 2015
Deborah A. Kasper Memorial Scholarship, University of Minnesota <i>Awarded to a deserving pharmacy student</i>	2014 – 2015
John Y. Breckenridge Memorial Award, University of Minnesota <i>Awarded to a PharmD II student in recognition of outstanding scholastic achievement, professional promise, and leadership ability</i>	April 2014
Abbie N. Larson Memorial Scholarship, University of Minnesota <i>Awarded to Minnesota residents, recognizing academic achievement and financial need</i>	2013 – 2014
Rho Chi Award, University of Minnesota <i>Awarded to the PharmD I student(s) with the highest GPA</i>	April 2013
Dean's List, University of Minnesota	Fall 2012
William and Mildred Peters Excellence Scholarship, University of Minnesota <i>Awarded to top applicants, as determined by the College of Pharmacy Admissions Committee</i>	2012 – 2013

PROFESSIONAL AFFILIATIONS

American College of Clinical Pharmacy	2015 – present
Phi Lambda Sigma	2014 – present
Rho Chi Honor Society	2014 – present
American Pharmacists Association	2012 – present
American Society of Consultant Pharmacists	2012 – present
American Society of Health-System Pharmacists	2012 – present
International Pharmacy Student's Federation	2012 – present
Minnesota Pharmacists Association	2012 – present
Minnesota Pharmacy Student Alliance	2012 – present
Minnesota Society of Health-System Pharmacists	2012 – present
Kappa Psi Pharmaceutical Fraternity	2012 – present
Multicultural Pharmacy Student Organization	2012 – 2013

LICENSURES AND CERTIFICATIONS

Minnesota Board of Pharmacy Intern License	May 2013 – present
American Heart Association Basic Life Support and AED	Oct 2014 – present

CV Resources

University of Minnesota - College Pharmacy

Guide to Writing a Pharmacy CV for Employment:

<https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/Pharmacycvemploymentguide.pdf>

Pharmacy CV Templates (free downloads): <http://www.pharmacy.arizona.edu/pharmd-handbook/professionalism/cv-sample-templates>

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

Preparing a CV (PPT): <https://pharmacy.ufl.edu/files/2012/01/Preparing-a-Curriculum-Vitae.pdf>

Additional Sample Pharmacy CV's:

https://pharmacy.ucsd.edu/current/docs/Student_Curriculum_Vitae_Sample.pdf

How to Write a Successful CV: <https://www.pharmaceutical-journal.com/careers-and-jobs/careers-and-jobs/career-feature/how-to-write-a-successful-pharmacy-cv/20067293.article?firstPass=false>

Overview of a CV for Residency (video):<https://career.ucsf.edu/file/7426>

How to Tailor your CV for Residency (video): <https://career.ucsf.edu/file/7431>



UNIVERSITY OF MINNESOTA

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