

CV: The key to a top curriculum vitae

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What is a curriculum vitae (CV)

- CV: Latin = course or outline of your life
- Written profile of your professional qualifications
- Organized list of achievements & experiences
- Focus on education, professional experience
- Varies in length, one to several pages
- Longer, more detailed than a resume
- Living document



What should be included in a CV?

- Your contact information
 - Centered, top of page
 - Name, address, phone & email
- Education
 - Most recent educational experience first
 - Spell out your degree, subject & school
- Specialized Training & Certifications
 - CPR, ACLS, BCPS, immunization training
 - Include the full certification name and the year earned



What should be included in a CV?

- Professional experience
 - Most recent experience first
 - Time employed, position title, name & location of employer, name & contact of supervisor
 - Description of position if not easily identifiable
- Clerkship rotations
 - Good to list if right out of school
 - Spell out names; no abbreviations
 - Include title, name of group presented to, year



What should be included in a CV?

- Presentations
 - Include title, name of group presented to, year
- Publications
 - Use official citation method
 - List title & year
 - Deans list – include quarter & year
- Honors & Awards
 - List title & year
 - Deans list – include quarter & year



What should be included in a CV?

- Membership in organizations
 - include offices held
- Licensure
 - include state & type of license
- Professional & Community Service
 - Name of group, office held, scope of work
- Other special experiences or skills
 - Any unique quality, language, training
- References – list out



Tips for a Top Notch CV

- Focus on professional, pharmacy-related information
- Include positive information about your achievements
- Use headings to identify each section
- For offices held, describe the scope of responsibilities & their impact
- Update regularly to reflect work experience, presentations



Tips for a Top Notch CV

- Identify your preceptors and supervisors by name, include their title
- Use simple fonts – Times New Roman, Arial
- High quality, conservative paper
- Watch for spelling errors
- Do not use abbreviations
- Do not use colors
- Be honest in the content
- Have someone proofread it for you



What do employers look for in a CV?

- Signs of achievement
- Willingness to work hard
- Professionalism
- Patterns of stability & career direction
- Hard worker



What NOT to Include in your CV

- Personal information: age, marital status
- Interests and hobbies
- Reason for changing jobs or no job
- Photo, unless requested
- Information prior to pharmacy school except for education, previous degrees, or unique achievements
 - exclude high-school



CV: Conclusion

- Be honest in your content
- Highlight your strengths & achievements
- Create a good first impression
- Your CV as an advertisement for YOU!



References

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