

CV – Resume Workshop
Frank Paloucek
9/2011

What is a Curriculum Vitae (CV)?

- A CV is a personal statement outlining your educational and professional life
- A CV and an accompanying letter of intent should be designed to get you an interview, to get your foot in the door; not to get you the job!
- Your CV should be relevant to the position, you may want different cvs or maybe even cvs and resumes for multiple types of positons. Residencies, Fellowships, Internships, or jobs.
- Employers often will only spend a couple minutes reading your life history for screening purposes.

- What to include

- **Name/Contact Details**

- Home
- School
- Temporary
- E-mail
- Indicate preferred address
- Where will you be December-June of fourth year?

- **Academic Qualifications** (In reverse chronologic order)

- Education
 - Pre-pharm
 - Pharmacy
- Clerkships/Rotations (“Professional Practice Experience”)
 - I am recommending that either in cv or letter of intent you briefly describe your rotation assignment process, especially if you ahd a role setting up a rotation
 - I also recommend you identify mandatory clerkships versus electives. Also any that were changed from original assignment.
- List all clerkships (label scheduled or pending)
- Include location, duration, preceptor/s
- Can list current GPA but most/all require a transcript
- Certifications (can also put in additional skills)

- **Work Experience** (In reverse chronologic order)

- Location, duration, title, and maybe supervisor
- If not a pharmacy position, consider listing relevant responsibilities
- Can include significant volunteer work

- **Publications/Awards/Honors**
- **Society Memberships**
- **Personal Interests**
- **References**
 - **NO TYPOS!!!!** There really should be no typos anywhere but here looks especially bad
 - Can provide all contact information or simply state available on request. I strongly prefer all the information. There is so little time to do follow-up in residency recruiting season. If a letter is late it can take far too long to get a new one, much easier to contact someone directly.
 - At least three, no more than four should be listed. Be careful to find out if a program asks for specific number or specific types of writers. I strongly prefer all letters from clinical clerkship preceptors, others want from a pharmacy employer. If you can't provide exact matches to a program, explain why in your cover/content letter.

- **GENERAL RECOMMENDATIONS**

- Formal appearance, clean, well structured
- NO typos or grammar errors
- Residency applicants generally 2-3 pages long, more than 6 pages is unusual
- Name and pagination on each page
- Date the document
- White or buff, high quality copier tolerant paper

- **GENERAL MISTAKES**

- Too long, overwritten
- Disorganized
- Typos
- Too many irrelevancies
- Bad grammar
- Sloppy structure or editing. For example, the last page just has the page number and header on it.
- Excessively large font for name

Residency Interview Tips

Sindhu Abraham, PharmD, BCPS
Clinical Pharmacy Specialist
Jesse Brown VA Medical Center

Interview Preparation

- Research the program
 - Mission, goals, structure, preceptors
- Know the interview process
 - Type of interview, interviewers
- Practice interview etiquette
 - Dress for success, positive attitude
- Inform your references

Frequently Asked Questions

- Personal
 - Why do you want to do a residency?
 - What can you bring to our institution?
 - What are your goals and objectives for this residency?
 - What are your strengths and weaknesses?
 - What is your greatest accomplishment?
 - How do you manage stress?
 - What are your short term and long term career goals?

Frequently Asked Questions

- Clinical
 - If a presentation is required, know your topic, clinical trials etc – think outside the box
 - How would you handle a specific clinical situation?
 - Be prepared with examples from your clerkship rotations – be specific

Frequently Asked Questions

- Behavioral
 - Interviewer is looking for results and specific details regarding your role
 - Tell me about a time where you went above and beyond the call of duty
 - Give an example of a stressful situation and how you handled it
 - What do you do if you disagree with your supervisor/preceptor?
 - Have you ever made a mistake? How did you handle it?

Answering Questions

- Listen to the question carefully
- Take time to gather your thoughts
- Be honest and confident
- Provide specific examples
- Highlight your strengths
- Know your weaknesses and state how you plan to improve

Questions to Ask

- Obtain interviewer contact information
- Details regarding resident schedule, projects, staffing requirements, teaching opportunities
- Inquire of any new initiatives started by the facility
- Learn what is unique about the program
- Career paths of recent graduates
- Strengths of the program
- Area(s) for improvement

Interview Follow Up

- Take some time to write down details regarding each interview
- Tips for follow up letter
 - Write to every interviewer
 - Include your contact information
 - Express your appreciation and be positive
 - Include a topic that you discussed during the interview
 - State your interest and why you would be a good match for the program
 - Send within 24-48 hours of interview

Summary

- Research the program and match your qualifications to the position
- Practice interview techniques – be specific
- Know proper interview etiquette
- Be confident, dress for success and show interest
- Ask questions
- Be timely with follow up letters

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Interview: Getting ready to be interviewed for a PGY1 Residency

Jill S. Borchert, PharmD, BCPS, FCCP
Professor, Vice Chair and Residency Director
Midwestern University Chicago College of
Pharmacy

The Interview: Purpose

- *Their Purpose:*
 - Assess your qualifications
 - Assess your fit with their program and department
- *Your Purpose:*
 - Assess whether their program fits with your interests and needs
 - Assess whether their department fits with you!

The Interview: Format

- Individual v. group
 - Often combination
- Meeting with RPD, Director of Pharmacy
- Meetings with preceptors
- Meetings with residents
- Tour
- Lunch
- Presentation or clinical case?

The Interview: Your Preparation

- Research the program!!
- Ask about the expectations of the interview
 - Presentation?
 - Format, AV availability, audience, handout
 - Draw upon previously given presentations
 - Clinical case?
 - References, timing
- Develop a list of questions you'll ask
- Think about answers to potential questions they'll ask

Questions They'll Ask

- Why do you want to do a residency?
- Why THIS residency?
- Goals (this year, 1 year, 5 years, 10 years)
- What can YOU bring to this program?
- Strengths/weaknesses
 - Highlight how you have improved in areas of weakness
- How do you managetime?stress?... conflict?

Questions They'll Ask

- 3C's
 - How do you handle change?
 - How do you handle criticism?
 - How are you creative?
- Clinical scenarios/Behavioral
 - What would you do if....
 - Tell me about an intervention
 - Give examples of...conflict resolution, group project, etc.

Questions You Can Ask

- Ask questions and ask appropriate questions
 - Nothing shows lack of interest like silence or questions not matched to the program
- Typical day/rotation
- How are projects selected?
- How is the staffing component integrated?
- Where are past residents now?
- Consider asking preceptors/RPD and residents the same questions

Miscellaneous

- Be polite in all correspondence and with other co-interviewees
- Attire
 - Typical dress code
 - Comfortable shoes
- Be prepared
 - Water
 - Money
- Thank you notes

PGY1 Residency Options
Carol Heunisch, PharmD, BCPS

WHY DO A RESIDENCY?

- Opportunity to apply didactic knowledge
- Work with interdisciplinary patient care team
- Sharpen critical thinking skills
- Learn about leadership characteristics
- Exposure to variety of pharmacist career paths
- Differentiate candidates through career
- Networking

RESIDENCY PROGRAM TYPES

- Postgraduate Year 1 (PGY1)
 - Provide “generalist” training
 - Variety of practice settings: Health system, managed care, community.
 - Focus on development of clinical judgment & problem-solving skills.
 - Outcomes competencies:
 - Medication management
 - Leadership/practice management
 - Project management skills
 - Practice- and medication-related education/training
 - Utilization of medical informatics
 - Pharmacy practice residency most common.

RESIDENCY PROGRAM TYPES

- Postgraduate Year 2 (PGY2)
- Provide advanced training in focused area
 - Ambulatory care, Critical Care, Drug Information, Infectious diseases, practice management/administration, nuclear pharmacy—to name just a few!
- Integrates PGY 1 experience to allow independent practitioner functioning.
- Prepares for board certification in practice area.

RESIDENCY PROGRAM BASICS

- Almost 900 PGY1 programs nationally-hospital, clinic, community practice or managed care settings.
- Approximately 2000 pharmacists do residencies annually.
- Program length 1 year, full-time commitment.
- Paid stipend and usually benefits (insurance).
- Areas of program focus/training: Administration, Infectious Disease, General Medicine, Critical Care, staffing, plus electives.

**RESIDENCY PROGRAM STATISTICS
NATIONAL MATCH RESULTS 2010**

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Positions available: <ul style="list-style-type: none"> – PGY1: 2,111(8% more than 2010). – PGY1 includes general, community, managed care positions. – PGY2: 524(16% increase over 2010). | <ul style="list-style-type: none"> • Actual matches: <ul style="list-style-type: none"> – PGY1: 1,984(10% more than filled in 2010). – PGY2: 438 (16% more than filled in 2010). <ul style="list-style-type: none"> • Includes 294 positions filled in the match plus 144 early commits. |
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RESIDENCY PROGRAM BASICS

- Program accreditation
 - ASHP accreditation means:
 - Training site compliant with standards of practice
 - Program committed to excellence in training
 - Continuous improvement of training and service
 - Peer-reviewed, meets requirements of training
 - Recognition by potential employers
- Accredited programs can be found at www.ashp.org in the “Residency Directory”

RESIDENCY PROGRAM BASICS

- “The Match”
 - “Resident Matching Program”
 - A service that pairs residents with residency programs.
 - Residency candidates **must** sign up for Resident Matching Program.
<http://www.natmatch.com/ashprmp/>
 - Match results available in March.
 - NMS provides information about positions available after match completed.

**CONSIDERING A RESIDENCY?
NOW WHAT?**

- Network and research prospective programs
- 4th Professional year
 - Draft CV and cover letter
 - Letters of recommendation
 - Sign up with National Matching Service
 - Register for ASHP Midyear Clinical Meeting & participate in residency showcase & PPS (Personnel Placement Service)
 - Complete program applications—apply to several, don’t limit to one geographic area.
 - Interview
 - Submit ranking preferences to NMS
 - Match!

ASHP MIDYEAR CLINICAL MEETING

- **Residency Showcase**
 - Informal meetings with residents, program directors, and preceptors
 - Opportunity to ask questions and get program information
 - Programs listed by training site, not specific program type
- **ASHP Personnel Placement Service (PPS)**
 - Optional, additional fee for participation
 - Opportunity to schedule one on one interviews
 - Good to narrow potential programs for on-site interviews
 - Recruit for PGY1, PGY2 residents as well as fellowships
 - Search for “residency program postings” www.careerpharm.com

PROFESSIONAL ORGANIZATION MEMBERSHIP

- ICHP, ASHP, APhA
- Offers network opportunities on and off campus
- Access to programs like residency showcases at state and national meetings
- Leadership opportunities
- Access to journals such as AJHP for clinical & operational skills enhancement

RESIDENCY RESOURCES

- <http://www.ashp.org>
- <http://www.natmatch.com/ashprmp>
- <http://www.careerpharm.com>
- <http://www.ichpnet.org>

CV: The key to a top curriculum vitae

Karen Kelly, Pharm.D.
Pharmacy Manager
Evanston Hospital
NorthShore University HealthSystem

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

What should be included in a CV?

- Presentations
 - Include title, name of group presented to, year
- Publications
 - Use official citation method
- 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!

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THE LETTER OF INTENT

ICHP Annual Meeting Student Session: *"The Vibrant Shuffle on the Path to a Residency:
Getting the Inside Look at the Process and People Involved"*

Jen Phillips, PharmD, BCPS

September 17, 2011

The letter of intent is one important way for you to distinguish yourself from other candidates. Residency programs are looking for the candidate(s) who are the best "fit" for their institution. Often times, the "most qualified" applicant is not necessarily the "best fit" candidate. Residency programs determine "best fit" by evaluating a number of criteria including (but definitely not limited to) the following:

- Clinical interests
- Short and long term professional goals
- Clinical strengths/weaknesses
- Character strengths/weaknesses
- Learning style
- Strength of clinical rotations
- Level of professional involvement
- Clinical aptitude
- Personality

The letter of intent can significantly help or hurt your likelihood of getting an interview. Below are some helpful hints to consider when you are writing your letter of intent:

1. Include the following:
 - a. Why you want to do a residency
 - b. Why you want to do a residency at that particular institution
 - c. A statement of your current areas of interest
 - i. Clinical subject area (if known)
 - ii. Preferred environment
 - d. A statement of your short and long term goals
2. Do ***not*** include the following:
 - a. List or summary of rotations (this information is already included in your CV)
 - b. Negative experiences (pharmacy is a small world!)
 - c. Hobbies or outside interests
3. Additional "hints"
 - a. Proofread, proofread, PROOFREAD!!!
 - b. Spend a lot of time thinking about your goals and preferences before writing.
 - c. Be specific about people you have interacted with.
 - d. Personalize your letter with specific experiences.

Rosie Glitazone
123 Pharmacy Drive
Chicago, IL 60001
July 20, 2010

Jill Burkewitz, PharmD
PGY-1 Residency Program Director
Midwestern University
555 31st Street
Downers Grove, IL 60515

Dear Dr. Burkewitz:

I am writing this letter to express my sincere interest in the residency program at the University of Illinois at Chicago Medical Center. I believe your residency program is a perfect match to my interests.

I have worked very hard during pharmacy school. I currently have a 3.9 GPA and I am a member of Rho Chi. I am also a member of pharmacy organizations like ICHP and IPhA. In addition, I consider myself to be a very well-rounded person. When I am not doing pharmacy, I enjoy bike riding and reading.

During my fourth year, I chose clinical rotations that matched my interests and prepared me well for a residency. Currently, I am on an infectious diseases rotation and I like it very much. I may consider going into this as a specialty area of pharmacy practice. I have also done rotations in internal medicine, community pharmacy, and ambulatory care. I am scheduled to do rotations in critical care and psychiatry.

I am a very hard-working and conscientious student; I think I will make a good resident. Attached you will find a copy of my application, three letters of recommendation, my transcript, and my questionnaire. If you have any additional questions, please feel free to contact me via e-mail, as this is the fastest way to get a hold of me.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Rosie Glitazone
PharmD Candidate

XXXXXXX

December 1, 2009

Debby Gwozdz Bryniarski, PharmD
Residency Program Director
Lutheran General Hospital
1775 Dempster Street
Park Ridge, IL 60068

Dear Dr. Bryniarski:

I am writing this letter to express my interest in the PGY1 Pharmacy Residency Program at Lutheran General Hospital. I had the pleasure of speaking with your infectious diseases pharmacist, Dr. Sarah Wiczorkiewicz, at the ICHP Residency showcase and with your current pharmacy resident, Dr. Lulu Jin at the ASHP Midyear Clinical Meeting. These interactions, combined with my own research, solidified my decision to pursue a residency at your institution. It was refreshing to hear Dr. Wiczorkiewicz and Dr. Jin speak about your residency program with such high regard and enthusiasm. I am very impressed with your program and the opportunities that are offered to residents.

I believe that the training offered by your program will help me achieve both my short and long term goals. My immediate goal is to obtain a PGY-1 residency in order to further develop my clinical and leadership skills as well as expand my skills in research and administration. I am excited about the fact that your institution is located in a large metropolitan area as this ensures a diverse patient population, which I consider to be ideal for learning. I am also very excited about the wide variety of critical care experiences that exist at your institution and about the fact that your institution offers a teaching certificate. After completion of a PGY-1 residency, my goal is to pursue a PGY-2 residency in critical care. After that, I aspire to obtain a faculty position as a clinical pharmacist within a teaching hospital where I will have the opportunity to precept students, give didactic lectures, and advance the role of pharmacists through involvement in professional organizations.

I am passionate about pharmacy practice. I have had a number of exciting and rewarding experiences during my clinical rotations and while working as a pharmacy technician at Rush University Medical Center. As a result of these experiences, I believe that I have the skills, motivation, character, and dedication necessary to succeed in your program. I am a very hardworking individual who values innovation and a team approach to providing optimal patient care. From my research and interactions with members of your clinical staff, it appears as if your institution has similar values.

My application materials are enclosed for your review. If you have any questions or concerns, please do not hesitate to contact me. I look forward to speaking with you and members of your department regarding my application. Thank you for your time in considering my candidacy for your residency program.

Sincerely,

XXXXXXX

Debi Gatran
123 Residency Lane ♦ City, State Zipcode ♦ Phone
email@domain.com

December 28, 2010

Sarah M. Wieczorkiewicz, Pharm.D., BCPS, AAHIVE
Residency Program Director
Lutheran General Hospital
1775 Dempster Street
Park Ridge, IL 60068

Dear Dr. Wieczorkiewicz:

It was a pleasure meeting you at the residency showcase at this year's ICHP Annual Meeting in Oak Brook, Illinois. I was also privileged to meet Fatima Ali and Jill Cwik as well at the ASHP Midyear Clinical Meeting in Anaheim, California. After talking with everyone regarding the program's attributes, I have decided to apply to Lutheran General Hospital's pharmacy practice residency program.

I do not want to be the pharmacist that sits on the sidelines and simply receives and processes prescriptions. I want to be the pharmacist who works hand in hand with health care providers, lending my expertise and making therapeutic recommendations. This past year during my clinical rotations, I learned from the best how to assess patients and think critically about pharmacotherapy. Along the way, an interesting thing occurred; I transitioned from a student pharmacist who hesitated in her assertions to one who felt she had the capabilities to become a great clinician. I gained confidence while working with health care providers and became more comfortable assessing patients and making recommendations. I realized that I can be the pharmacist I want to be, but I know I am not there yet. I need additional training as a pharmacy practice resident, where I could continue to learn from the best and grow as a clinical pharmacist.

I am looking for a residency program that will provide me with a myriad of inpatient experiences, both in terms of rotation quality as well as patient diversity. I would like to work at a teaching hospital, where I have the independence to teach inexperienced medical residents while at the same time learn from seasoned attendings and clinical pharmacists. I am looking for a program that is going to afford me the opportunity to precept student pharmacists and earn a teaching certificate. I am applying to Lutheran General Hospital because I know this program will provide me with all of the experiences I desire. I understand that a pharmacy practice residency will be quite challenging, but I am eager to accept that challenge because I know at the end of the year, I will be that diverse clinical pharmacist who is capable of working hand in hand with health care providers and plays a big role in patient care.

Thank you for the opportunity to apply to Lutheran General Hospital's pharmacy practice residency program. I look forward to visiting the institution and interviewing with the clinical pharmacy staff. Please feel free to contact me if there are any concerns regarding my application.

Sincerely,

Debi Gatran
Pharm.D. Candidate March 2011
Midwestern University Chicago College of Pharmacy