

Name, Abbreviations of Professional Titles

College Contact Information:

Name of College/University
Street Address
City, State Zip
Telephone
e-mail

Site Contact Information:

Name of site
Street Address
City, State, Zip
Telephone
e-mail (if different)

Permanent Address:

include only if needed
Street Address
City, State, Zip
Telephone
e-mail (if different)

EDUCATION

Most recent degree received/persued Name of University, Date degree received. Major field – if applicable, Minor field – if applicable. Dissertation/Thesis/Senior Honors Topic: if applicable.

Other degree received/persued Name of University, Date degree received. Major field – if applicable, Minor field – if applicable. Dissertation/Thesis/Senior Honors Topic: if applicable.

First degree received/persued Name of University, Date degree received (if degree not received, list dates attended). Major field – if applicable, Minor field – if applicable. Dissertation/Thesis/Senior Honors Topic: if applicable.

Don't list residencies/fellowships here (they'll be listed in "Professional Experience").

Don't list certificate/short course/continuing education programs here (best listed separately where relevant)

Don't list education prior to college.

PROFESSIONAL EXPERIENCE

Professional Credentials, State or agency offering credential, dates credentials held.

Begin with your RPh license, then follow with various board certifications and credentials.

Repeat as needed.

Most recent job/position (probably the one you are currently in), City, State

Administrative titles (chair, vice chair, program director), dates in position

Name of academic position (academic rank, department), dates in position

- *List details about each position as necessary/appropriate*
- *Keep in mind that you'll mention your teaching, scholarship and service activities in other sections of the CV*

Other positions related to what you do now, City, State

Job title, dates in position

Include your residencies/fellowships here (if applicable)

First position related to what you are doing now (pharmacist, pharmacy tech, teaching assistant, etc.), City, State

Job title, dates in position

It's probably best not to include positions unrelated to what you do (or would like to do).

TEACHING EXPERIENCE

This is the only section where you don't need to list things in reverse chronological order. Instead, list teaching by order of the importance of your contributions to the course. For example, courses that you created or directed would be listed before courses that you lecture, facilitate labs, workshops, etc.

If you have taught at more than one institution, list your teaching experiences at your current institution first.

If you have (or are in the process of obtaining) a teaching credential (e.g., ACCP Teaching and Learning Certificate), list it at the top of your teaching experiences (just like you did for your professional credentials).

Name of current institution

Name of course (course number)

- *List your activities in order of importance/contribution*
- Developed course, date
- Course director, dates
- Provided lectures on (topics), dates (*Don't list the title and date of every single lecture each time you do one!*)
- Facilitated workshops on (topics), dates
- Other course activities, dates

Repeat for all other courses in which you are involved

Don't forget to include precepting! (IPPE, APPE)

Independent Study and Research *Research done by students for academic credit. Not the research grant programs (those are listed under research/scholarship).*

- List projects, students and dates

Don't forget teaching in other departments, programs (BSPS, HSCI), or other Drake colleges (if applicable).

Continuing Education teaching can be listed here or listed with your scholarship.

Name of prior institution (if applicable)

Name of course (course number)

- *List your activities in order of importance/contribution*
- Developed course, date
- Course coordinator, dates
- Provided lectures on (topics), dates
- Facilitated workshops on (topics), dates
- Other course activities, dates

SCHOLARSHIP/RESEARCH

Grants/Awards

List all grant/award applications in which you have been involved. You may wish to separate them into "Internal" (e.g., Drake University Research Fund Grant, Hartig Grant, etc.) and "external" (all other external groups and agencies), but you are not required to do so.

List all applications, regardless of whether you received funding. You should also list projects that were funded by "in kind" support. For example, your site might not provide you with money to perform a research project, but they may provide you with other resources (time, supplies, mailings, computers, telephone, personnel, etc.) that made the project possible.

Internal

Names of researchers. "Title of project." Awarded a \$XXXX grant from the Drake University Research Fund, date.

Name of student, name of faculty advisor. "Name of project." Awarded a grant of \$XXXX from the Drake Student Research Award Program, date.

External

Names of researchers. "Title of project." Awarded a grant for \$XXXX from the (name of agency or group), date.

Names of researchers. "Title of project." Applied for a grant of \$XXXX from the (name of agency or group), date. (not funded)

Names of researchers. "Title of project." Provided in kind support of \$XXXX by the (name of group or agency), date.

Publications - Peer Reviewed

Separate journal publications that are peer-reviewed from those that are not. Publications such as books, book chapters warrant separate headings.

Articles that have been submitted to journals, are in the review process, or have been accepted but have yet to be published may be included on your CV. Do not include articles that are "in works" (yet to be submitted). People have mixed feelings about whether to include peer reviewed work that was not accepted for publication. The author's (DZ) personal views are to NOT include articles that were not accepted for publication on your CV.

List all works in reverse chronological order (most recent first).

Names of authors. "Title of article." Name of journal, Vol. XX(X), Publication year, pp. XXX.

Names of authors. "Title of article." Article accepted for publication in Name of journal, date that publication is anticipated (if available).

Names of authors. "Title of article." Article submitted to the Name of journal, date of submission.

Publications – Books/Book Chapters/Other peer reviewed works

Names of authors. (Role, if applicable, e.g., editor). "Title of your contribution." Name of Book. Publisher: City of Publication, publication date.

Publications - Invited/Not Peer Reviewed

This section is for book reviews, letters to the editor, editorials, articles, and other publications that were either submitted or invited and published without peer review.

Name of author. Book review for "Name of book." Name of journal. Vol. XX(X), publication year, pp. XXX.

Name of author. Letter to the editor (title if applicable)." Name of journal. Vol. XX(X), publication year, pp. XXX.

Names of others. "Title of article or submission." Name of publication. Relevant citation information.

Presentations - Peer Reviewed

Presentations should also be separated between peer-reviewed and non-peer reviewed/invited. List presentations in reverse chronological order. Please note in your description whether the presentation was a podium or poster presentation.

Frequently Asked Question – "The abstract from my peer-reviewed poster/podium presentation at the XYZ Meeting was also published in XYZ's journal. What should I include in my CV?"

*DZ's Answer/Opinion – It is OK to **EITHER** (1) cite the published abstract in your peer-reviewed publications section OR (2) cite the presentation in the peer-reviewed presentations section. It IS NOT OK to "double dip" (cite a single presentation in two different places in your CV).*

It is OK to include abstracts that have been submitted and are still being reviewed, or abstracts that have been accepted but yet to be presented. Don't cite presentation abstracts that were rejected.

Names of authors. "Title of presentation." Abstract submitted for poster presentation at the (name of meeting), City & state, date of presentation (if accepted).

Names of authors. "Title of presentation." Abstract accepted for podium presentation at the (name of meeting), City & state, date of presentation.

Names of authors. "Title of presentation." Podium presentation at the (name of meeting), City & state, date of presentation.

Names of authors. "Title of presentation." Poster presentation at the (name of meeting), City & state, date of presentation.

Presentations - Invited/Not Peer Reviewed

Include invited lectures at other colleges and universities, invited presentations by groups and organizations (even at high schools or local community groups), and any other presentation that has not been subject to peer review (e.g., regional residency conference presentations, student research presentations, DUSCI or COPHS research or faculty development seminar presentations, etc.).

Name of authors. "Title of presentation". Podium presentation at the (name of meeting), City & state, date of presentation.

Name of author. "Title of presentation." Invited presentation to the (name of course or seminar), name of college or university, date of presentation.

Names of authors. "Title of presentation." Invited presentation at the (name of meeting), City & state, date of presentation.

Name of authors. "Title of presentation or seminar." Roundtable discussion leader the (name of meeting), City & state, date of presentation.

Name of author. "Title of seminar." Seminar presented at the (name of college, university, institution, community event, club meeting), city & state, date of presentation.

Presentations - Continuing Education

Some people choose to list these as part of their teaching responsibilities.

Names of authors. "Title of presentation." Title of program, Sponsor of program, city and state, date.

SERVICE

I would suggest breaking these down into categories. Categories commonly seen on faculty CVs include Professional Activities (service to the profession through associations, groups, etc.), University Activities (service to the university through committees, advising, etc.), Clinical Activities (service to your patients and other health professionals at your practice site), and Other Activities (service activities that don't fit into one of the three categories above).

Professional Activities

List all of the professional associations and organizations that you belong. You may wish to list the groups with your highest levels of involvement first.

Name of Association (Commonly used abbreviation). List sub-sections to which you belong, member since XXXX.

- Use bullet points to highlight your level of involvement (officer, committee chair, member, etc.)
- Special groups or tasks that you have worked on?
- Meetings or special institutes sponsored by the group that you have attended.
 - *Don't list the Annual Meeting if you attend on a regular basis*

Repeat the above format for each group you are involved in.

If you are simply a member, just list the name of the organization and the years that you have been a member.

Name of Association (Commonly used abbreviation). 19XX-present.

List journals and meetings where you serve as a peer-reviewer, and any other contributions to the profession.

Peer Review

Journal/Book Peer Review

List names of journals

Meeting Abstract Peer Review

List names of associations/meetings

University Activities

List all of your committee, advising, and other service you provide at the University and College levels. Indicate leadership positions (e.g., chair) and other important contributions as warranted. It is helpful to separate University activities from College activities.

Drake University

- Name of committee, dates of involvement
 - Leadership position or other important contributions (if applicable), dates
- Repeat for each committee
- Don't forget search committees, advising university student groups, assisting with university activities or events (e.g., National Alumni Scholarship), or any other university activity

Chicago College of Pharmacy

- Name of committee, dates of involvement
 - Leadership position or other important contributions (if applicable), dates
- Repeat for each committee
- Don't forget search committees, advising student mentor groups, faculty advisor for student associations, assisting with college activities or events (e.g. Pharmacy Day), or any other college activity

Clinical Activities

List the practice sites where you provide clinical services. Use bullet points to describe your patient care functions as well as any other activities you perform at the site.

Name of clinic, hospital, pharmacy or other practice site, dates of practice

- Use bullet points to list activities

You can also use this section to mention any workshops, certification programs, or other seminars that you have attended that are relevant to your patient care skills.

Name of program attended, sponsor of program, date attended

- Mention any special certification or recognition you may have received as a result of attending.

Other Service Activities

Include other service activities that don't fit into the professional, university or clinical categories.

Name of Group. Description of service activity. Description of your role in the activity. Dates.

This is a good place to mention any media interviews that you have provided.

Media Interviews

Interviewed by Name of media outlet for a story on (topic), date. *Provide full citation information if available.*

HONORS

List any honors or awards that you have received.

Name of honor/award, sponsor, date