

Creating a Curriculum Vitae

What is a Curriculum Vitae?

- Commonly referred to as a CV
- Record of Professional Achievements
- Projects Professional Image
- Ever Evolving Document

When Is it Used?

- Used if applying for:
 - Academia, graduate and professional programs
 - Rotations and Capstones
 - Residencies
 - Scientific and Research
 - Grants
 - Fellowships

Employers Want to Know...

- Education
- Work-Related Experience
- Leadership within Education, Employment, and Community

Format of a CV

- Margins: .75 or 1 inch margins
- Font: 10-12pt (no smaller than 10 pt)
- Font Style: Times New Roman, Arial (use a basic, readable font)
- Font Format: Use bolding and capitalizing
- Length: Usually 2 – 3 pages for new graduates
- Use a plain word document without tables and fancy formatting

Format of a CV

- Varies based upon experiences
- Order of components vary for each student
- Education and career related experience at the top of document

Components of a CV

- Name and Contact Information (Heading)
- Education
- Experience
 - Capstones, Rotations, Introductory Practice Experiences, and other work (paid and non-paid)
- Teaching Experience & Research
- Presentations and Publications
- Campus Activities/Leadership/Organizations
- Honors & Awards
- Certifications & Licensure
- Other Skills
- References

Heading

- Name - larger font and bold
- Address - current and permanent
 - Listing both is optional, make sure you list the address where you can access your mail
- Telephone number
 - Create a professional voice mail message
- E-mail address
 - Use a professional email address

Heading Examples

Karen Price

1335 34th Street • Des Moines, Iowa 50322 • 515-888-8888 • kprice@yahoo.com

Bradley A. Jones

bradley.jones@drake.edu

1333 Fork Avenue, Des Moines, Iowa 50322

Work: 515-222-2222 Home: 515-777-7777

Education

- List degree(s) and University
- Study Abroad
- Optional: Major/minor and GPA

EDUCATION

Drake University, Des Moines, Iowa
Bachelor of Science in Health Sciences, May 2011

London University, London, England, Spring 2007

EDUCATION

Drake University, Des Moines, Iowa
Doctor of Pharmacy, May 2010
G.P.A. 3.8/4.0

Experience

- Work experience: part time, full time, internships and volunteer
- List in reverse chronological order (most recent first)
- Use multiple headings to organize related experience
- PROFESSIONAL EXPERIENCE
- HEALTH RELATED EXPERIENCE
- PHARMACY EXPERIENCE
- INTERNSHIP EXPERIENCE
- EMPLOYMENT HISTORY

Accomplishments within Experience

- List position, organization, location, and timeframe
- Detail skills, responsibilities, accomplishments and problems solved
- Quantify information (numbers, percentages or dollars)
- Highlight the value of your work, how your work was implemented
- Use bullet statements (no periods)
- Begin statements with action verb
- Use present tense when still at the position, use past tense when no longer active with the position
- Be consistent, list the information in the same order/format for each experience

Capstone Example

Senior Capstone

ChildServe, Johnston, IA, August 2009-present

Tracey Page, Director of Rehabilitation

- Communicate clearly with clients about the proper rehabilitation procedures
- Attend weekly staff meetings to review current issues and topics
- XXXXXX

Rotation Example

Clinical Rotations

Community Pharmacy

Osco Drug, Council Bluffs, Iowa, May-June 2009

John Travis, Pharm.D.

- Filled and dispensed prescriptions for individuals and nursing home orders
- Counseled patients on drug therapies
- XXXXXX

Teaching Experience Example

Teaching Assistant, Health Course Spring 2008

Jane Doe, Ph.D., Assistant Professor
Drake University, Des Moines, Iowa

- Assisted professor with class lectures
- Tutored students in small groups
- Supervised laboratory assignments
- Corrected examinations

Presentations

- Title of presentation
- Audience
- Event, Conference, Organization
- Location
- Date

“Title,” College of Pharmacy & Health Sciences students and faculty, Drake University, Des Moines, IA, May 2007.

“Title,” Statewide conference, Iowa Pharmacists Association, Iowa City, IA, July 2008.

Publications

- Published work
- Submitted for publication
- Accepted for publication
- Work in progress
- Co-author
- Bibliographic style format

Author(s). “Article”, *Journal*. Vol: pp.xx-xx, Year/Date.
(in press)

Author(s). “Article”. Manuscript submitted for publication.

Campus Activities Examples

CAMPUS INVOLVEMENT

Health Sciences Student Organization, 2006-present

Academy of Students of Pharmacy, 2006-2007

LEADERSHIP

President, Pre-Med Club, 2005-present

- Serve on committee which educates students about medical programs

Co-Chair, Pharmacy & Health Sciences Day, 2006-2007

- Planned informational sessions for students
- Contacted speakers for the event and communicated necessary details for their session

Honors Examples

HONORS

Drake University Alumni Scholarship, 2007-present

Dean's List, 2009

President's List, 2008

Certification & Licensure Examples

Certification and Licensure

-American Red Cross CPR/AED and First Aid, HIPAA Certified, Bloodborne Pathogen Training

-Pharmacy Intern No. 123

May 2009

Iowa Board of Pharmacy

Other Skills Examples

COMPUTER SKILLS

High proficiency with Microsoft Word, Excel, and PowerPoint

Familiar with Walgreen Pharmacy System

LANGUAGE

Fluent in Spanish

References

- Include as a *separate* page from the CV with your name and contact information at the top, similar to the top of your CV
- Provided when asked for, generally after an interview
- List 3-5 people who can speak positively on your behalf about your professional skills
- Consider faculty, staff, employers, leaders in organizations or volunteer service
- Always ask the person if they are willing to be a reference and their preferred method of contact
- Give references a copy of your CV
- Notify the reference if their name is provided to an employer
- Send thank you to references

Reference Page Example

Karen Pool

1335 34th Street • Des Moines, Iowa 50322 • 515-888-8888 • kpool@yahoo.com

References

Dr. Jane Doe, PhD, LAT, ATC
Director of Health Sciences
Drake University
2507 University Avenue
Des Moines, Iowa 50311
515-271-3326
Jane.doe@drake.edu

John Smith, RPh
Walgreens Pharmacy
1111 Ashworth Road
West Des Moines, Iowa 50265
515-267-3333

Final Comments

- Content and order will vary by individual preference and the job you are applying for
 - Education remains at the top while you are still a student
 - Generally, career related experiences are placed at the top
- Use quality bonded paper (white)
- Do not fold or staple when sending
- Include name, one form of contact information (email or phone), and page number on each page (page number starts on page 2)
- Type envelope address
- Have multiple people proof read your CV
 - Professional & Career Development Services
 - Professors/Advisors
 - Supervisors
 - Peers

Additional Information

- For additional information, please contact Kelli Pitts of Professional & Career Development Services
- Email: kelli.pitts@drake.edu
- Phone: 515-271-1978
- Office: Cline 110