

CV AND RESUME PEARLS

We asked pharmacy students, residents and pharmacists what the best piece of advice they received regarding their CV/resume was and have compiled them below for you. Please remember that any advice is opinion-based. Feel free to incorporate their advice as you see fit into your CV/resume.

Open and update frequently (monthly or quarterly)

Build the formatting early on (can use Tables function in Word)

For CVs, the first sections should include education, residency training, work experience, and rotations- the order after that is up to your discretion

Your CV/resume is YOURS so make sure you love it at the end of the day

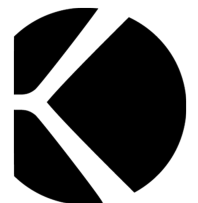
Save versions of your CV/resume throughout your life so you can show mentees in the future what your CV/resume looked like at different points in your life

Keep one document with EVERYTHING in it and tailor CVs/resumes for each specific need

When crafting your CV/resume for a specific purpose, try to analyze it through the potential reviewer's eyes- think about what they will want to see and learn from your CV/resume

Think about WHY you're choosing to include something in your CV/resume

Save the file with your name in it + date



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Only include items that you are comfortable discussing in detail with others

Don't forget about a professional biography that wouldn't go on your CV necessarily, but would be used to introduce you if you speak at an event

Only compare your CV to people in the same stage of their career as you

When discussing previous jobs or leadership positions list your accomplishments and not the tasks you did

Start every bullet point with an action verb and be sure to include the results of your actions

If you are about to graduate use a non-school email as you lose access to the school email once you graduate

Make sure any non-school email is professional (not ilovesummer95@gmail.com)

Only include relevant information from the last 5 years unless it's a really unique accomplishment

Save a copy to a cloud-based storage system such as Google Drive in case your computer crashes/gets stolen

Save the file as a PDF before turning it in anywhere to ensure the formatting appears how you desire it to