

Resume/Curriculum Vitae (CV) Review Guidance

ASHP would like to thank you for your time and effort in serving as a Resume/CV mentor for our developing practitioners. The goal of this review is to provide those seeking Resume/CV feedback with professional, specific, and complete feedback in areas ranging from formatting, content, sections, and appearance. Here at ASHP we are not looking to create a ‘standard’ or ‘guidance’ for Resumes/CVs to conform to; we believe Resumes/CVs should have personality that is reflective of their author. Our goal is to create a venue for review.

We are asking that you provide honest and constructive feedback to your mentee as it is your opinion they are seeking. Below you will find suggestions on which Resumes/CVs are built but please feel free to address issues you find beyond what you see here. Additionally, we want your feedback to be complete; if you have negative feedback, please also provide solutions for improvement. The ability to utilize Microsoft Word’s track changes and comments capability is an additional medium you may use to communicate your suggestions outside of the supplied rubric. With this medium, reinforce that the mentee should save their Resumes/CVs as PDF files before sending to prospective sites as track changes comments can reappear in differing versions of Word.

<i>Formatting</i>	<i>Content</i>	<i>Resume/CV Sections</i>	<i>Appearance</i>
<ul style="list-style-type: none"> • Appropriate white space (one inch margins, etc.) • Standard font used (black, Times New Roman, Arial, etc.) • Font size is appropriate (10-14) • Utilizes bullets to break up paragraphs • Dated information is in reverse chronological order (newest to oldest) • NO spelling/grammatical errors • No abbreviations • Design elements, font, and layout are consistent • Document is saved in a professional/appropriate named file (i.e. Doe_Jane Resume CV 2020.doc) • Personal pronouns (I, me, my) are avoided 	<ul style="list-style-type: none"> • Preceptors/supervisors names are included • Information is easy to locate • Information is descriptive but does not overload the reader • Information unrelated to job target (i.e. marital status, age, nationality, etc.) is omitted • Applicant name stands out and is at the top of the 1st page • Pre-pharmacy information is NOT included except: relevant work experience, prior degrees, and unique accomplishments • Email address is professional • Utilizes action verbs versus adverbs (words ending in –ing) • Utilizes technical vocabulary 	<ul style="list-style-type: none"> • Headings stand out, are easy to find, and are prioritized • Headers are consistent in formatting • Page breaks are appropriately utilized • References are provided or are “available upon request” • Resume/CV sections are placed in best order to highlight applicants credentials • Descriptive information is limited to unique/important content. • Appropriate Sections are included based on current professional status (see: Traditional CV Components and CV Transformations Through Career Transitions on www.ashp.org/CVReview) <ul style="list-style-type: none"> ○ For students: All APPE rotations are listed including ones not completed ○ For new practitioners: Resume/CV sections and/or content is omitted as needed (see: Resume/CV Transition Toolkit) 	<ul style="list-style-type: none"> • Resume/CV is visually pleasing and is both easy to follow and inviting to read • Page 1 has ‘eye-catching’ attributes • Resume/CV appears original and not based on a template (i.e. Microsoft/internet template) • Design elements (i.e. bullets, bolding, headings, etc.) are utilized to guide reader’s eye through document and are not distracting • Avoids more than 7 lines of continuous text • Avoids sentence format • Length/appearance is appropriate for current professional status, i.e. student, resident, new practitioner Resume/CV

ASHP has the expectation that all communications will be kept professional and constructive. Feedback should be given in accordance to the scheduled deadlines and be complete in nature.

Resume/Curriculum Vitae (CV) Review Rubric

The Resume/CV Review Rubric is intended as a guide to help you organize your review process; your use of the rubric is not required. Additional review methods include using track changes and comments in MS Word or providing handwritten notes (among others).

Note: Resumes and CVs come in a variety of structures and formats; therefore, this rubric is not a guide for Resume/CV design.

STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
HEADING: <ul style="list-style-type: none"> • Full legal name • Permanent contact information (Home / Business) 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
Optional: OBJECTIVE/PERSONAL STATEMENT: <ul style="list-style-type: none"> • Concise, focused statement of specific professional interests and/or career goals 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
EDUCATIONAL EXPERIENCE: <ul style="list-style-type: none"> • Degree(s) earned <ul style="list-style-type: none"> ○ Institution, location, dates 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
PROFESSIONAL TRAINING: <ul style="list-style-type: none"> • Residencies, Fellowship, Internships <ul style="list-style-type: none"> ○ Credential(s) earned, institution, location, preceptors, dates 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
PROFESSIONAL EXPERIENCE: <ul style="list-style-type: none"> • Pharmacy & related experiences <ul style="list-style-type: none"> ○ Position title, employer, location, dates • Experiential rotations <ul style="list-style-type: none"> ○ Type of rotation, location, preceptor, dates 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
RESEARCH EXPERIENCE: <ul style="list-style-type: none"> • Project(s) <ul style="list-style-type: none"> ○ Institution, co-investigators, dates <ul style="list-style-type: none"> ▪ Grants, outcome of submission <p><i>*Students may include just title, institution, co-investigators, date</i></p>	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
TEACHING EXPERIENCE: <ul style="list-style-type: none"> • Faculty appointment <ul style="list-style-type: none"> ○ Type of teaching, institution, course number & title, date, number of students involved 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	

STRUCTURE/CONTENT (cont.)	EVALUATION	FEEDBACK/RECOMMENDATIONS
POSTERS/PUBLICATIONS/PRESENTATIONS: <ul style="list-style-type: none"> • Title(s) <ul style="list-style-type: none"> ○ Inviting organization, location, dates 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
PROFESSIONAL MEMBERSHIPS: <ul style="list-style-type: none"> • Organization(s), years of membership 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
LEADERSHIP EXPERIENCE: <ul style="list-style-type: none"> • Position title, committees, projects <ul style="list-style-type: none"> ○ Organization(s), dates 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
SERVICE: <ul style="list-style-type: none"> • Organization, community, volunteer <ul style="list-style-type: none"> ○ Dates, description 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
LICENSURE & CERTIFICATION: <ul style="list-style-type: none"> • Pharmacy, other licenses, additional training (i.e. ACLS, immunization, etc.) <ul style="list-style-type: none"> ○ Date of training or expiration date 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
HONORS & AWARDS: <ul style="list-style-type: none"> • Academic recognitions, awards, scholarships <ul style="list-style-type: none"> ○ Name of award, sponsoring organization, date 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
READABILITY/FORMAT	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • Standard 10-14 font (i.e. Times New Roman, Arial, Tahoma, etc.) • Design layout and elements are consistent • Pages numbered • Clear and distinguishable category headings • Reverse chronological order • Preceptor and advisor's title included • Personal pronouns avoided (i.e. I, my, me, etc.) 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
ACCURACY/RELEVANCE	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • No spelling and grammatical errors • Action verbs are used for descriptions • Content focused on professional information • Irrelevant personal information avoided (i.e. age, ethnicity, etc.) • Relevant experiences highlighted 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	

MISCELLANEOUS	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • Appropriate file name (i.e. JSmith_resume.docx) • No redundancy • E-mail address is professional • Information prior to pharmacy school avoided unless it involved a previous degree, a unique experience, relevant work or leadership • APPE rotations may be eliminated from CV typically once a residency is completed • Residency rotations may be included when applying for a PGY2 or first job 	<input checked="" type="radio"/> N/A <input type="radio"/> Reviewed	
OTHER ADDITIONAL FEEDBACK		

References:

American Society of Health-System Pharmacists. *Effective CV and Resume' Writing*. Bethesda, MD. 2011.

Bonnarens J. *Your CV and You*. Bethesda, MD. American Society of Health-System Pharmacists; 2010. <http://www.ashp.org/DocLibrary/MemberCenter/StudentForum/Webinar-CV-tips-handout-09-09-2010.aspx>

Buring S., Winkle J. *Developing a Curriculum Vitae for the New Practitioner*. Bethesda, MD, American Society of Health-System Pharmacists; 2009. http://www.ashpmedia.org/video/webinar/CV_Dev_Int_Tips_NP.wmv

Gallagher J., Wodlinger A. How to write a curriculum vitae. *Am J Health-Syst Pharm*. Mar 15, 2010; 67:446-447.

Reinders T. *The Pharmacy Professional's Guide to Resumes, CVs & Interviewing*. Washington, DC. American Pharmacists Association; 2011.