

Pharmacy Curriculum Vitae Worksheet

Use this worksheet for mapping out your Pharmacy CV.

Header – Contact Information:

At the top of your CV please list your name, address (city and state only is appropriate to list if you do not wish to list your full address), phone number, personal professional email address, & LinkedIn URL

Education: *ALL sections, list information in reverse chronological order*

PharmD Education:

Degree, Name of College, GPA, Grad Date

Other Colleges:

Degree, Name of College, GPA, Grad Date

Other Colleges:

Degree, Name of College, GPA, Grad Date

License and Certifications:

Pharm Tech/ Intern Pharmacist/ Pharmacist license to be listed first

Certifications: Name of Certification, Date Obtained (Month and Year)

Professional Work Experience *list most recent work experience first

1. Position, Employer, Location, Dates, Key Skills Utilized (even if you don't list on Your resume it's a good idea to think of skills as it can be useful in answering interview questions!)

2. Position, Employer, Location, Dates, Key Skills Utilized

Advanced Pharmacy Practice Experience: *list most recent clinical experience first.

1. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

2. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

3. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

4. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

5. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

6. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

Introductory Pharmacy Practice Experience: *list most recent clinical experience first.

1. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

2. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

3. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

Research:

List of completed research

Date; Name of Research; List all involved if completed with a team (bold your name from the list)

Presentations:

List of all presentations completed for in-service training.

Dates, name of presentation, rotation where it was completed.

Publications:

List of all publication completed.
Dates, name of publication.

Professional Memberships & Affiliations:

APhA; CPhA professional memberships list here, as well as any additional professional memberships

Leadership:

List all leadership experience from organizations

Community Service & Volunteer:

Community service experience: name of event, location, city and state, and date (month and year only, even one-day events)

Achievements & Honors: *list most recent community service or activities first.

You can include school or community volunteer experiences.

- 1.
- 2.
- 3.
- 4.
- 5.

Skills and Proficiencies:

Languages: list here with level of knowledge

Softwares: list here software experience

References:

Available upon request (References should be listed in a separate document)

Sample Reference page format:

Example:

Name	Dr. Sam Samuels
Title/ relationship	Lead Pharmacist; Supervisor
Place of employment	CVS Pharmacy, Hawthorne
Email	Email: samuels@email.com
Phone number	Phone: (818) 555-5555

Please contact Career Services if you have questions about or need help with your Pharmacy CV!

Career Services • West Coast University – Center for Graduate Studies

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