Resume/Curriculum Vitae (CV) Review Guidance

TPTS 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 mentees should save their Resumes/CVs as PDF files before sending to prospective sites as track changes comments can reappear in differing versions of Word.

Formatting	Content	Resume/CV Sections	Appearance
✓ 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	✓ 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	✓ 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	✓ 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

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

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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: ✓ Full legal name ✓ Permanent contact information (home/business)	☐ N/A ☐ Reviewed	
Optional: OBJECTIVE/PERSONAL STATEMENT ✓ Concise, focused statement of specific professional interests and/or career goals	☐ N/A ☐ Reviewed	
EDUCATIONAL EXPERIENCE: ✓ Degree(s) earned o Institution, location, dates	☐ N/A ☐ Reviewed	
PROFESSIONAL TRAINING: ✓ Internships, Fellowship, etc. o Credential(s) earned, institution, preceptors, dates	☐ N/A ☐ Reviewed	

PROFESSIONAL EXPERIENCE:
✓ Pharmacy and related experience(s)
   o Position title, employer, location, dates
✓ Experiential rotations
   o Type of rotation, location, preceptor, dates
	☐ N/A
	☐ Reviewed	

RESEARCH EXPERIENCE:
✓ Project(s)
   o Institution, co-investigators, dates
   o Grants, outcome of submission
	☐ N/A
	☐ Reviewed	

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STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
TEACHING EXPIERENCE: ✓ Faculty appointment ○ Type of teaching, institution, course number & title, date, number of students involved	☐ N/A ☐ Reviewed	
POSTERS/PUBLICATIONS/PRESENTATIONS: ✓ Title(s) ○ Inviting organization, location, dates	☐ N/A ☐ Reviewed	
PROFESSIONAL MEMBERSHIPS: ✓ Organization(s), years of membership	☐ N/A ☐ Reviewed	
LEADERSHIP EXPERIENCE: ✓ Position title, committees, projects ○ Organization(s), dates	☐ N/A ☐ Reviewed	
SERVICE: ✓ Organization, community, volunteer ○ Dates, description	☐ N/A ☐ Reviewed	
LICENSURE & CERTIFICATION: ✓ Pharmacy Technician, other licenses, additional training (i.e., immunization, etc.) ○ Date of training or expiration date	☐ N/A ☐ Reviewed	
HONORS & AWARDS: ✓ Academic recognitions, awards, scholarships ○ Name of award, sponsoring organization, date	☐ N/A ☐ Reviewed	
READABILITY/FORMAT	**EVALUATION**	**FEEDBACK/RECOMMENDATIONS**
✓ 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.)	☐ N/A ☐ Reviewed	

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ACCURACY/RELEVANCE	EVALUATION	FEEDBACK/RECOMMENDATIONS
✓ 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	☐ N/A ☐ Reviewed	
MISCELLANEOUS	EVALUATION	FEEDBACK/RECOMMENDATIONS
✓ Appropriate file name (i.e., JSmith_resume.docx) ✓ No redundancy ✓ E-mail address is professional ✓ Information prior to pharmacy role avoided unless it involved a previous degree, a unique experience, relevant work, or leadership	☐ N/A ☐ Reviewed	
OTHER ADDITIONAL FEEDBACK		

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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.