



Pharmacy Students

HOW TO PREPARE EFFECTIVE PHARMACY APPLICATIONS

This tip sheet is designed to help Pharmacy students prepare effective materials for their residency applications and employment applications.

WHAT DO RESIDENCIES LOOK FOR?

This will vary based on the culture, the type of position, and the types of skills the residency needs, so it is very important to research the organization and the position.

In general, residency directors are looking for the following:

- Wide range of clinical experience
- Strong commitment to the profession
- Strong work ethic and problem solving skills
- Strong pharmacotherapy knowledge
- Strong team, leadership, and communication skills

You will also need these documents prepared:

- CV (Curriculum Vitae)
 - Note: this is different from a employment résumé
- Letter of Intent

YOUR CV

A CV is generally longer and more in depth than an employment résumé. A CV includes academic training, professional skills and experience, research experience, presentation experience, and professional development in a much more detailed format that can be anywhere from 2-8 pages in length.

The Basics

- Do not use a template; simply create a Word document.
- No typos or grammatical errors. Full sentences are not required.
- Results oriented with quantifiable, truthful information. Honesty is key.
- Short, concise phrases starting with action verbs is most important (*see list below for examples*).
- Use of bullets and bolding some text can guide the reader's eyes to the most important content.
- Avoid personal pronouns like "I", "my", "me", or "our".
- Do not include personal information (i.e., birth date, marital status, photo, political affiliation)
- Put name and page number on each succeeding page after the first in the header of the document.

Content of Your CV

Heading: Your name should be in a larger (up to 14-16 point) font. Make sure you have the correct contact information including address, phone, and email without the link enabled.

Education: This should be next, under your heading. Include your degree, certifications, and anything else that might be relevant to the program.

Experience and Professional Skills: This can be several sections that can include your clinical, research experience, leadership experience, community health experience, health promotion, and anything else that shows skills and experience related to the field.

Accomplishments/Outcomes: In this last section you will focus on professional development and other experiences you have gained through your pharmacy education. You can include presentations, publications, honors and awards, professional associations, conferences, and/or specialized certifications/trainings.

Important Note: *You can tailor your CV by using the same keywords that you find in the residency program materials.*

Action Verbs

Begin each descriptive bullet with a strong action verb. Do not overstate your responsibilities and stay truthful.

Administration

Approved, arranged, catalogued, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

Analysis

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, measured, programmed, researched, solved, studied, surveyed

Communications

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

Manual

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, rejuvenated, repaired, replaced, restored, rewired

Planning and Development

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

Management

Audited, allocated, balanced, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

General

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

YOUR LETTER OF INTENT

The goal of your letter is to share what you envision for your career. Do not spend the time talking about the past and what led to your choice of specialty. You should talk about your interests/passions and your future aspirations in the field.

Things to Think About Before Writing

- Why are you passionate about your specialty?
- What skills and qualities that will ensure success in your profession?
- What are your long-term plans after residency?
- Why are you attracted to this specific program?
- Will you be a good fit on their team? This may take some significant research of the organization to see who they are.

Content of Your Letter

- Show examples of skills and qualities that will ensure success in your profession.
- Use specific examples that explain your career choice and motivations.
- Reflect on your recent experiences and draw personal conclusions about yourself.
- Make the statement personal with what you believe, what motivates your interest in the specialty, and why you feel rewarded.
- Don't just repeat your CV, but write about examples that make interesting stories or points about the profession from your perspective.

Organization of Your Letter

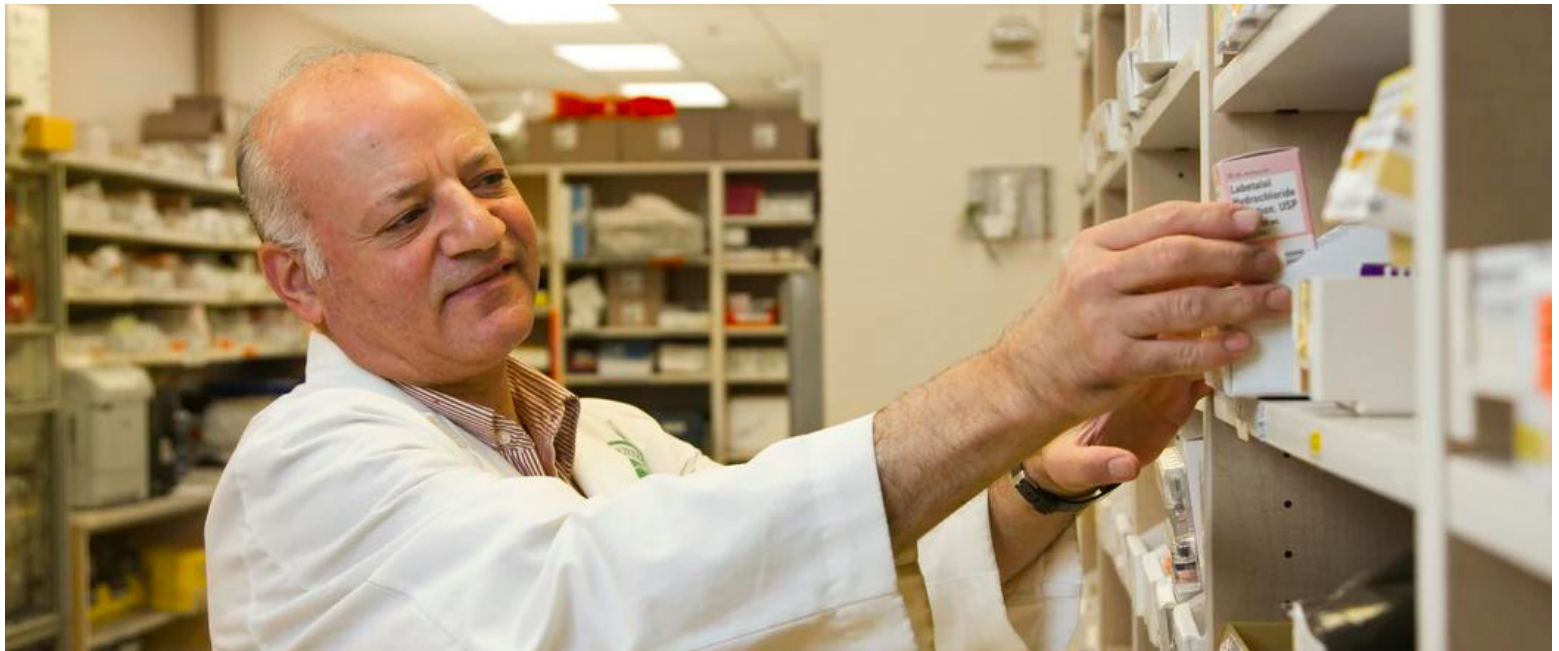
- Outline the themes you want to touch on and organize your essay by those themes and how they helped you chose your specialty.
- Try to limit each theme to one paragraph.
- The specialty should appear early; The 1st paragraph is best.
- Write and then revise. Have multiple people including Career Services look it over and edit if necessary.

Common reasons why applicants are rejected:

- Poorly written letters with many errors.
- The letter just reiterates the CV.
- It doesn't talk about motivations/career goals.
- It doesn't talk about how your experiences have affected your future practice/career decisions.
- It doesn't show how you have grown professionally throughout your educational program.

YOUR EMPLOYMENT RÉSUMÉ

An employment résumé focuses on your work experience as a pharmacy student. This résumé should be only one or two pages in length at most. You should focus on the skills that you have learned in your clinicals and your work experience. You can still have sections for volunteer, extracurriculars, and awards. *See below for an example or check out our résumé tip sheet.*



Sample Pharmacy Student CV

Baldwin Eagle

1001 Randolph Lane
Bangor, ME 04401
555-555-5555
eagleb@husson.edu

Education

Doctor of Pharmacy Husson University School of Pharmacy, Bangor, ME	May 2021
B.S., Biology, Concentration in Neurobiology University of New England, Biddeford, ME	May 2015

Clinical Clerkships

Pediatrics. Inpatient Clerkship Eastern Maine Medical Center , Bangor, ME Collaborated on the pediatric transplant, immunology, and pulmonology teams in a team directed approach to drug therapy selection, drug dosing, and response monitoring. Interviewed patients to obtain medication history, counseled patients on medication interactions, planned discharges, and educated the medical team during in-services.	Month-Month Year Preceptor: Michael Jordan, Pharm.D.
Alzheimer's Clinic. Elective Inpatient Clerkship Dove Care Clinic , Dexter, ME Conducted family interviews to determine medication history, assessed need for change in medication regimen, educated families on common drug side effects, researched potential drug interactions, and monitored patients for proper nutrition intake with drugs.	Month-Month Year Preceptor: Molly Ringwald, Pharm.D.
Heart Disease Clinic. Outpatient Clerkship St. Joseph's Hospital , Bangor, ME Participated on the cardiology team in the critical care unit. Attended daily cardiology rounds with physicians and on pharmacy rounds. Obtained medication histories from patients and assessed the regimens. Recommended appropriate therapy changes.	Month-Month Year Preceptor: William Shakespeare, Pharm.D.
Community Pharmacy. Elective Rotation Walgreens Pharmacy , Newport, ME Counseled patients on prescription and OTC products, received and processed new verbal and written orders and refill requests, reviewed patient medication profile for potential drug or disease interactions, processed third-party billing, filled and dispensed prescriptions.	Month-Month Year Preceptor: Julie Andrews, Pharm.D.

Clerkship To Be Completed**General Medicine Refill Clinic. Outpatient Clerkship**

Month-Month Year

Eastern Maine Medical Center, Bangor, ME

Preceptor: Oprah Winfrey, Pharm.D.

Experience in a large hospital medication refill clinic seeing homeless and indigent patients with a variety of chronic illnesses and dependencies. Will conduct patient visits, obtain vital signs and relevant laboratory parameters, assess efficacy and tolerability of medications, counsel patients on side effects of medications, and recommend appropriate medication adjustments.

Pharmacy Practice Experience**Intern Pharmacist**, Central Maine Medical Center, Lewiston, ME

Month Year

Manager: Phillip Heyworth, R.Ph.

Compounded IV admixtures, prepared a variety of antibiotic IV syringes, compounded chemotherapy agents for oncology, and communicated effectively with nurses, physicians, and other pharmacists

Intern Pharmacist, Hannaford, Bangor, ME

Month Year

Manager: Rolly Fingers, R.Ph.

Dispensed and compounded prescriptions, processed new prescriptions and refill requests, completed inventory process with team, solved issues with insurance companies, and counseled patients on correct use of medications.

Pharmacy Clerk, CVS Pharmacy, Newcastle, ME

Month-Month Year

Manager: Emma Spring, R.Ph.

Sold over-the-counter medications, answered phone calls and customer questions, stocked medications, and participated in inventory process.

Research Experience**Neurodegeneration Caused by Metabolic Disorders in Alzheimer's Patients**

Month Year

Molecular Research Practicum, Husson University

Advisor: Name, Pharm.D.

Monitored the neurodegeneration of 10 Alzheimer's patients with metabolic disorders. Findings suggested that degeneration was not any greater in patients with the disorders.

Drug Therapies Effects on Chronic Infections

Month Year

Honors Thesis Project, Husson University

Advisor: Name, Pharm.D.

Measured five different drug therapies and their effects on chronic gastrointestinal infections. Concluded that two of the drug therapies were most effective in treating the infections.

Neurotransmission and the Effect on Learning and Behavior

Month Year

National Science Foundation REU, Kansas University Neuroscience Dept.

Advisor: Name, PH.D.

Researched genetically manipulated knockout mice to dissect the roots of neural function, gene expression, and behavior. Research is developing new approaches to behavioral and mental health.

Presentations

Neurodegeneration Caused by Metabolic Disorders in Alzheimer's Patients

Poster presentation, American Association of Neuroscience Annual Conference in Atlanta, GA. Month Year

Drug Therapies Effects on Chronic Infections

Poster presentation, Maine Public Health Association Annual Conference (Virtual). Month Year

Amlodipine in Pediatric Renal Hypertension, Eastern Maine Medical Center Pediatric Team Review.

In-service with a handout to the pediatric renal transplant team. Month Year

Neurotransmission and the Effect on Learning and Behavior

Poster presentation, Kansas Neuroscience Association Annual Meeting. Month Year

Community Service Experience

Coach, Maine Special Olympics, Bangor, ME

Dates

Mentored athletes with brain injuries, mental health issues, and physical disabilities. Coached the athletes in swimming, track and field, and soccer.

Community Service Project, Eastern Area Agency on Aging, Bangor, ME

Dates

Provided transportation to clients for appointments and errands. Interacted with the clients on home visits to keep them company and help them with tasks around their homes.

Volunteer Educator, Health Androscoggin, Lewiston, ME

Dates

Developed a non-smoking educational curriculum. Taught the program twice to classes of 20 people.

Blood Drive Volunteer, Bangor Red Cross, Bangor, ME

Dates

Participated in several blood drives as a blood donor screener

Leadership and Extracurricular Experience

Student Mentor, Husson University School of Pharmacy

Dates

Oriented new students to the program. Provided on-going support to students as they progressed through their first year.

Admissions Committee Member, Husson University School of Pharmacy

Dates

Interviewed applicants interested in the program

Secretary, Husson University Pre-Pharmacy Student Club

Dates

Completed minutes and distributed them to members on a weekly basis

Fundraising Campaign, United Way of Eastern Maine

Dates

Coordinated outreach to United Way business partners to help them establish fundraising teams

Awards

Pharmacy Scholarship, Husson University Pharmacy School
Awarded a 4-year \$3,000 merit based scholarship

Date

Student Public Service Award, Husson University
Received award as the most active volunteer

Date

Biology Student of the Year Award, University of New England
Date
Awarded as the highest GPA in the department

Volunteer Award, United Way of Eastern Maine
Awarded as the volunteer of the year

Date

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