

John A. Doe

4500 East-West Highway, Suite 900, Bethesda, MD 20814
Email: JohnDoe@gmail.com Phone: (123)456-7890

Commented [ASHP NPF1]: The beginning of your CV should include your current mailing address, professional email, and phone number.

Commented [ASHP NPF2]: Use a personal email if you prefer but make sure it has a professional name.

EDUCATIONAL EXPERIENCES

Generic University

College of Pharmacy, City, State
Doctor of Pharmacy, Anticipated May 2016

Aug. 2012 to Present

Commented [ASHP NPF3]: Include information on where you are attending pharmacy school, as well as, where you completed your undergraduate courses. It is not necessary to include information from high school.

Commented [ASHP NPF4]: Dates will vary based on your professional education; make sure all current activities are listed as present.

Undergraduate University

College of XYZ, City, State
Bachelor of Science

Aug. 2008 to May 2012

Commented [ASHP NPF5]: There are a few ways to format your current degree. Alternatively, consider listing your anticipated date of graduation in the date range section.

PROFESSIONAL EXPERIENCES

Community Pharmacy Technician

Institution, City, State
Manager, Credentials

Oct. 2012 to Present

- Unique activities or skills with action words

Commented [ASHP NPF6]: You can consider adding any academic distinctions, such as Summa Cum Laude, to this section.

Commented [ASHP NPF7]: If you have not yet held a pharmacy-related job, you may consider adding other jobs held, especially if they are healthcare-related or if you developed skills that are relevant to pharmacy practice. Consider grouping non-pharmacy jobs in their own section.

INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (IPPEs)

Introductory Hospital

Hospital Name, City, State
Preceptor: Name, Pharm.D., BCPS

Planned for Jan. 2014

Commented [ASHP NPF8]: If you know about an upcoming IPPE or APPE rotation, you may include that information.

Introductory Community Pharmacy

Pharmacy Name, City, State
Preceptor: Name, R.Ph.

Sep. 2012

Commented [ASHP NPF9]: Preceptor names should include all relevant credentials (e.g. Pharm.D., M.S., M.B.A., other BPS credentials, etc). If your preceptor does not have a Pharm.D., it is appropriate to include R.Ph. Consider verifying these credentials with your preceptor.

TEACHING EXPERIENCES

Teaching Assistant

College of XYZ, City, State
Course Coordinator: Name, Credentials

Oct. 2011 to Nov. 2011

Commented [ASHP NPF10]: Teaching experiences that were completed during your undergraduate career may be included on your CV.

Tutor- Subject

College of XYZ, City, State
Course Coordinator: Name, Credentials

Aug. 2010 to May 2011

RESEARCH EXPERIENCE

Commented [ASHP NPF11]: If you have not had experience in a certain category, do not include the category in your CV.

POSTERS

Commented [ASHP NPF12]: Research that was completed during undergraduate studies may also be included in this section. See the other sample CVs on ASHP.org for examples of this section.

PRESENTATIONS

Commented [ASHP NPF13]: There are numerous types of presentations that can be included in this section, such as formal journal clubs, case presentations, or presentations given at a conference.

LEADERSHIP EXPERIENCES

Commented [ASHP NPF14]: Early in your pharmacy school career you may include undergraduate leadership roles.

Undergraduate Professional Organization Aug. 2011 to May 2012
Leadership role/title

- Activities/duties with action words

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

American Society of Health-System Pharmacists Aug. 2012 to Present
State Pharmacy Organization Aug. 2012 to Present
Undergraduate Professional Organization Aug. 2011 to May 2012

COMMUNITY SERVICE

Commented [ASHP NPF15]: Include information on volunteer work you have done, including a brief synopsis of the activities that were completed.

Community Blood Pressure Screenings Feb. 2013
Student Pharmacist

- Activities/duties with action words
- Hours served: 4 hours/week

If you have volunteered in multiple settings, consider limiting your list to service that was pharmacy or healthcare-related.

Charity Walk Volunteer June 2011
Undergraduate Organization

- Activities/duties with action words
- Hours served: 5 hours

HONORS AND AWARDS

Phi Lambda Sigma (National Pharmacy Leadership Society) Inducted Mar. 2013
Dean's List Fall 2012
Name Endowed Scholarship Award Apr. 2010

LICENSURES AND CERTIFICATIONS

State Pharmacy Intern (#123456789)	May 2013 to Present
Immunization Certification	May 2013
Human Research Training	Sep. 2012
Basic Life Support Certification	Aug. 2012

Commented [ASHP NPF16]: Licensure is always listed first regardless of the date.

REFERENCES

Available upon request

Commented [ASHP NPF17]: This section is typically no longer added to the CV, as it is often seen as outdated on receipt.

Commented [ASHP NPF18]: You may find that at the beginning of your time as a student pharmacist, your CV may seem bare in comparison to students in their P4 year. This is understandable and is a common occurrence. As you move through pharmacy school and into practice, there will be many opportunities to add to your CV.

An important aspect of creating your CV is formatting. No matter the length of your CV, it is important to make sure the formatting is consistent and your CV is clear and easy to read.

As you progress through pharmacy school and add to your CV, you may begin to phase out undergraduate experiences in favor of pharmacy-related activities.