

CURRICULUM VITAE REVIEW SHEET

The CV rubric is to be used as a guide to help you organize your review process. Additionally, track changes in Microsoft Word may be used. CVs come in a variety of structures and formats; therefore, this rubric is not a guide for CV design.

STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
HEADING: <ul style="list-style-type: none"> • Full legal name • Permanent contact information (Home / Business) 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
Optional: OBJECTIVE/PERSONAL STATEMENT: <ul style="list-style-type: none"> • Concise, focused statement of specific professional interests and/or career goals 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
EDUCATIONAL EXPERIENCE: <ul style="list-style-type: none"> • Degree(s) earned <ul style="list-style-type: none"> ○ Institution, location, dates 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
PROFESSIONAL TRAINING: <ul style="list-style-type: none"> • Residencies, Fellowship, Internships <ul style="list-style-type: none"> ○ Credential(s) earned, institution, location, preceptors, dates 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
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 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
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 <i>*Students may include just title, institution, co-investigators, date</i>	N/A Reviewed <input type="radio"/> <input type="radio"/>	
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 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
POSTERS/PUBLICATIONS/PRESENTATIONS: <ul style="list-style-type: none"> • Title(s) <ul style="list-style-type: none"> ○ Inviting organization, location, dates 	N/A Reviewed <input type="radio"/> <input type="radio"/>	
PROFESSIONAL MEMBERSHIPS: <ul style="list-style-type: none"> • Organization(s), years of membership 	N/A Reviewed <input type="radio"/> <input type="radio"/>	

LEADERSHIP EXPERIENCE: <ul style="list-style-type: none"> • Position title, committees, projects <ul style="list-style-type: none"> ○ Organization(s), dates 	N/A Reviewed ● ●	
SERVICE: <ul style="list-style-type: none"> • Organization, community, volunteer <ul style="list-style-type: none"> ○ Dates, description 	N/A 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 	N/A Reviewed ● ●	
HONORS & AWARDS: <ul style="list-style-type: none"> • Academic recognition, awards, scholarships <ul style="list-style-type: none"> ○ Name of award, sponsoring organization, date 	N/A Reviewed ● ●	
READABILITY/FORMAT	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • Standard 10-14 font (Times New Roman, Arial, 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, my, me, etc) 	N/A 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 information avoided (age, ethnicity, etc.) • Relevant experiences highlighted 	N/A Reviewed ● ●	
MISCELLANEOUS	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • Appropriate file name (JSmith_cv.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 	N/A 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.