

Creating your Curriculum Vitae (CV) and Areas to Highlights

Your CV is a valuable tool for highlighting your qualifications, skills, and experiences. Keeping your CV up to date is a proactive approach to managing your career. It ensures that you are prepared for new opportunities and that you present yourself in the best possible light to potential employers. Below are some suggestions on items to highlight in your CV if you are transitioning from a retail environment to a hospital or health system.

AREAS TO HIGHLIGHT

- Include experiences that will illustrate your clinical skills.
 - » Medication therapy management
 - » Medication profile reviews
 - » Medication synchronization
- Include patient interactions and education experiences.
 - » Health care screenings
 - » Diabetes management
 - » Smoking cessation
 - » Immunizations
- Include areas of community involvement
- Highlight skills that are transferrable:
 - » Attention to detail
 - » Ability to multitask
- Identify healthcare provider interactions
 - » Recommendations to providers
 - » Relationship with providers
- Highlight insurance and formulary management
- Highlight your ability to learn technology

DO AND DON'T TIPS

- Include your clinical rotations if recently graduated (<5 years)
- Include on-line learning focused on clinical services
- Use a clear and concise format
- If possible use numbers and metrics to quantify your accomplishments
- Proofread and check for spelling errors
 - » Do not solely rely on spell check
- Do not make your contact information larger font than the body of your CV
- Do not exaggerate or falsify information
- Do not use business buzzwords (out of the box, best in class, added value, etc..)
- Do not use unprofessional email addresses
- Do not include personal information (age, marital status, pictures, etc.)

