

## CURRICULUM VITAE (CV) TIPS

### WHAT IS THE PURPOSE OF A CV?

A curriculum vitae, or CV, is a living document that presents an overview of your academic and professional achievements and experiences. Unlike a resume, a CV provides more comprehensive information and usually exceeds one or two pages. Many healthcare professionals, academics, and other specialized professionals prefer CVs because they allow the inclusion of additional details, qualifications, and training and present this information in a clear and predictable format. The goal of a CV is the same as a resume: to present your education, experience, and accomplishments in a clear and concise manner.

### HOW DOES A CV DIFFER FROM A RESUME?

Category	Curriculum Vitae	Resume
<b>CORE IDENTITY</b>	CVs present a scholarly identity, but they are also commonly used by many healthcare professionals to present a professional identity. CVs include a summary of educational background as well as work experience, research, publications, presentations, awards and honors, professional affiliations, and other details.	Resumes present a professional identity. A resume is a summary of your skills, experience, and education.
<b>LENGTH</b>	Generally, longer than a resume because of the amount of detail included.	One to two pages, depending upon experience.
<b>USE</b>	Used primarily when applying for positions in academia, industry, research, or health professions. It is also applicable when applying for fellowships and grants.	Resumes are not commonly used to apply for internships, residencies, fellowships, and jobs in the field of pharmacy. Submit a CV unless specifically asked to submit a resume.
<b>CONTENT</b>	CVs provide a more comprehensive view of your academic and professional accomplishments.	Resumes include only what is relevant to your qualifications for the position you are applying for: education, employment history, experience, and skills.
<b>EDUCATION</b>	Always list first.	List first when education is recent and/or pertains specifically to the position. Experience would be listed first if you have years of work

		experience more relevant than educational background.
<b>LICENSURE/ CERTIFICATION</b>	Always include for pharmacy.	
<b>ROTATIONS</b>	Always include rotations.	Due to space restrictions include a curated selection of the most relevant rotations.
<b>RESEARCH EXPERIENCE</b>	If applicable, always include for pharmacy.	
<b>WORK EXPERIENCE</b>	Include professional pharmacy experiences including internships and technician positions. Additional work experiences may be included in an additional work experience section.	Include professional pharmacy experiences including internships and technician positions. Include additional work experiences pertinent to position.
<b>TEACHING EXPERIENCE</b>	If applicable, always include for pharmacy.	
<b>PUBLICATIONS</b>	If applicable, always include for pharmacy in citation style from field of study.	Optional section. If you list any, select only a few of the most relevant and use appropriate citation style from field of study.
<b>HONORS/AWARDS</b>	If applicable, always include for pharmacy.	
<b>PROFESSIONAL AFFILIATIONS</b>	If applicable, always include for pharmacy.	Include if the affiliations are pertinent to the position.

### WHAT HEADINGS SHOULD YOU INCLUDE IN YOUR CV? WHAT CONTENT SHOULD BE INCLUDED IN EACH?

Heading	What to Include	Notes
<b>PERSONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>Name (legal/first, middle initial, last)</li> <li>Temporary address and/or permanent address</li> <li>Telephone number</li> <li>Email address</li> </ul>	<ul style="list-style-type: none"> <li>Do not include personal information (e.g., birthdate, social security number); family information (e.g., marital status, children); personal or professional photo; personal statement, career objectives, or a summary of your qualifications.</li> <li>It is recommended to use your @wisc.edu email address as a student.</li> <li>If applying to the ASHP Resident Matching Program, include your ASHP Resident Match Code Number.</li> <li>You may include a link to your professional LinkedIn page.</li> </ul>

<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Institution name/location</li> <li>• Degree(s)</li> <li>• Date of expected or completed degree(s)</li> <li>• Scholars in Pharmacy program(s)</li> <li>• Major(s)</li> <li>• Minor(s)</li> <li>• Any graduation honors awarded</li> </ul>	<ul style="list-style-type: none"> <li>• Pharmacy professionals most often place their education section before their professional experience.</li> <li>• Only include college/university level education (i.e., do not include high school).</li> <li>• Including your GPA is not required but can be included if exceptional.</li> <li>• While in pharmacy school, list your Scholars in Pharmacy program as a separate header from your Doctor of Pharmacy program (still including institution, school(s), and date of expected completion).</li> </ul>
<b>LICENSURES AND CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Certificate or license name</li> <li>• Awarding organization name</li> <li>• License number</li> <li>• Date of issue</li> <li>• Most recent renewal date</li> </ul>	<ul style="list-style-type: none"> <li>• Examples include: BLS certification, Seizure First Aid or QPR training, certified pharmacy technician license.</li> </ul>
<b>PROFESSIONAL PHARMACY EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Title of position</li> <li>• Organization's name/location</li> <li>• Supervisor's name and credentials</li> <li>• Dates of employment (month/year)</li> <li>• Brief bullet points highlighting outcomes or results (rather than daily tasks/general job responsibilities) and training provided to new employees</li> </ul>	<ul style="list-style-type: none"> <li>• Only include pharmacy-related work experience in this section.</li> <li>• Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes.</li> </ul>
<b>ADVANCED PHARMACY PRACTICE EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Completed and pending rotations</li> <li>• Clerkship category (community, institutional, elective, etc.)</li> <li>• Site/location</li> <li>• Preceptor's name and credentials</li> <li>• Start/end dates (month/year)</li> <li>• Brief bullet points highlighting activities and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• This section will be excluded for DPH-1s, DPH-2s, and DPH-3s. As a DPH-4, this section is added above Introductory Pharmacy Practice Experiences.</li> </ul>
<b>INTRODUCTORY PHARMACY PRACTICE EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Completed and scheduled rotations</li> <li>• Clerkship category (community, institutional, elective, etc.)</li> <li>• Site/location</li> </ul>	<ul style="list-style-type: none"> <li>• This section may be deleted once APPE rotations begin.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preceptor's name and credentials</li> <li>• Start/end dates (month/year)</li> <li>• If applicable, brief bullet points highlighting activities that went beyond course requirements</li> </ul>	
<b>OTHER WORK EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Title of position</li> <li>• Organization's name/location</li> <li>• Supervisor's name</li> <li>• Start/end dates (month/year)</li> <li>• Brief bullet points describing your accomplishments as they relate to broader pharmacy skills (e.g., customer service, working in a busy environment) and training provided to new employees</li> </ul>	<ul style="list-style-type: none"> <li>• List your non-pharmacy work experiences in this section.</li> </ul>
<b>TEACHING EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Title (e.g., Teaching Assistant, Tutor)</li> <li>• Course number/title</li> <li>• Institution/location</li> <li>• Faculty or course coordinator name and credentials</li> <li>• Start/end dates (month/year)</li> <li>• Details about number/type of students involved (e.g., first-year pharmacy students) and responsibilities</li> </ul>	
<b>RESEARCH EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Title (e.g., Research Assistant)</li> <li>• Institution/location</li> <li>• Principal Investigator or faculty</li> <li>• Start/end dates (month/year)</li> <li>• Brief bullet points highlighting responsibilities, accomplishments, and supervisory roles</li> </ul>	
<b>PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>• Name (last, first initial, middle initial)</li> <li>• Title (in sentence case)</li> <li>• Journal (in title case)</li> <li>• Year</li> <li>• Volume</li> <li>• Issue number</li> <li>• Pages</li> <li>• Digital Object Identifier (DOI)</li> </ul>	<ul style="list-style-type: none"> <li>• List articles, books, and other publications according to the format established for biomedical journals.</li> <li>• Bold your name if the publication has multiple authors.</li> </ul>
<b>PRESENTATIONS</b>	<ul style="list-style-type: none"> <li>• Title</li> <li>• Inviting or sponsoring organization/location</li> </ul>	

	<ul style="list-style-type: none"> <li>• Date</li> </ul>	
<b>LEADERSHIP EXPERIENCES</b>	<ul style="list-style-type: none"> <li>• Leadership position(s)</li> <li>• Organization name/institution</li> <li>• Start/end dates (month/year)</li> <li>• Brief bullet points explaining your role, responsibilities, and accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>• For each leadership position, use a new line.</li> <li>• Leadership positions do not require official titles. Being a chair of a committee or the lead organizer for an event is considered a leadership position.</li> <li>• This section may be excluded if you have not served in a leadership position.</li> </ul>
<b>PROFESSIONAL MEMBERSHIPS</b>	<ul style="list-style-type: none"> <li>• Organization name</li> <li>• Membership dates (month/year)</li> <li>• Start/end dates (month/year)</li> </ul>	<ul style="list-style-type: none"> <li>• For each membership position, use a new line.</li> </ul>
<b>COMMUNITY INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>• Activity title (e.g., Volunteer, Immunizer)</li> <li>• Sponsoring organization/location</li> <li>• Start/end dates (month/year)</li> <li>• Brief bullet points highlighting your role, activities completed, and responsibilities held</li> </ul>	<ul style="list-style-type: none"> <li>• Use this section to document professional or personal efforts to meet the needs of the profession or community.</li> </ul>
<b>AWARDS AND HONORS</b>	<ul style="list-style-type: none"> <li>• Name of award/scholarship</li> <li>• Sponsoring organization/location</li> <li>• Date awarded (month/year)</li> </ul>	

### CONTENT TIPS:

- Your CV is a living document and should be updated regularly to ensure accurate documentation of all relevant experiences.
- List information in reverse chronological order (e.g., most recent first).
- For past/completed experiences, use past tense. For current experiences, use present tense. In general, dates are listed as month/year to month/year (e.g., September 20XX-May 20XX). For dates that do not span multiple months, only list month/year (e.g., January 20XX). For current experiences, list the start date as month/year to present (e.g., October 20XX-Present).
- Provide concise, but specific bullet points with action verbs to highlight your accomplishments. Too many bullet points or bullet points that are too lengthy can be onerous for the reader. See the “HOW DO YOU WRITE AN EFFECTIVE BULLET POINT?” section below.
- Do not list identical information more than once in the CV’s body. For example, if you list your volunteer activities in the Services Activities section, do not repeat them in the Professional Membership section.
- Avoid using abbreviations, acronyms, and jargon.

- When including the names of your preceptors/supervisors, be sure to include accurate credentials. Do not guess at credentials.
- In general, avoid including general information from prior to entering pharmacy school except for education (degrees) unless they are unique (e.g., awards, teaching, research, publications, presentations, leadership). When drafting their first CV in pharmacy school, DPH-1s will likely include most information from their pre-pharmacy experiences; however, this information may be phased out as you progress in pharmacy school and have more pharmacy-specific experiences to include.

### HOW SHOULD YOU FORMAT YOUR CV?

- Customize your CV formatting to reflect your individual style but remember that CVs are intended to present your academic and professional achievements and experiences in a clear and predictable format. Use various design formats (e.g., bullets, lines, italics, boldface type, etc.) to create a unique appearance but maintain a clean and consistent format. You may re-arrange the heading order to match the specifics of the position you are applying for. For example, when applying for a residency, you may wish to highlight your teaching or research experience. Be sure to balance text and white space to avoid an overcrowded/busy document that is difficult to read.
- Ensure consistent formatting throughout the document (e.g., University of Wisconsin-Madison vs. UW-Madison, – vs. -, Oct. vs. October).
- Check (and double-check) for typos and grammatical errors – ask someone else to proofread!
- Use the same font used on your cover letter or letter of intent. Use size 10- to 12-point font.
- Add your name and page numbers in a header/footer on all pages.
- Use the same letterhead used on your cover letter or letter of intent.
- Left, right, top, and bottom margins should never be less than 1".
- If sending your CV electronically, save it as a PDF file with a clear title (e.g., B. Badger CV) to avoid unpredictable formatting changes.
- If printing your CV, use the same paper you used for your cover letter or letter of intent.

### HOW DO YOU WRITE AN EFFECTIVE BULLET POINT?

An interview-landing CV describes your previous experiences and how well you completed those experiences by highlighting your accomplishments. Well-written bullet points go beyond describing standard or expected responsibilities and grab the reader's attention by showcasing the results, purpose, and impact of your actions.

An easy formula for writing accomplishment-oriented bullet points is **Action Verb + Subject + Result/Purpose/Impact**. The order of these elements may vary depending on your sentence structure.

- **Action verbs:** Strive to start all CV bullet points with an action verb. Action verbs give your bullet points power and direction. Remember, use the past tense for past/completed experiences and use the present tense for current experiences.
- **Subject:** Focus on what you have done – what you did and how you did it. Make sure to quantify wherever you can. Numbers help give a more detailed description of the scope of your work/experience.

- **Result/purpose/impact:** Include information about what outcomes you contributed to as well as information about why your project, role, or actions mattered.

Sample accomplishment-oriented bullet points:

- Reduced inventory carrying costs by 10% by conscientiously controlling prescription drug inventory.
- Conducted in-store study with over 100 patients, comparing the effectiveness of web-based tools to communicate information about drug therapy and drug interactions.
- Designed and developed database to monitor technician staffing, decreasing staffing costs by 12%.

**KEY ACTION VERBS BY CATEGORY:**

Administrative	Communication	Create/Generate	Interpersonal Relations	General
<ul style="list-style-type: none"> <li>• Accelerated</li> <li>• Accomplished</li> <li>• Achieved</li> <li>• Acted</li> <li>• Approved</li> <li>• Assigned</li> <li>• Assessed</li> <li>• Catalogued</li> <li>• Compiled</li> <li>• Consolidated</li> <li>• Controlled</li> <li>• Delegated</li> <li>• Directed</li> <li>• Initiated</li> <li>• Inspected</li> <li>• Led</li> <li>• Managed</li> <li>• Monitored</li> <li>• Operated</li> <li>• Oversaw</li> <li>• Prepared</li> <li>• Prioritized</li> <li>• Processed</li> <li>• Retrieved</li> <li>• Specified</li> <li>• Started</li> <li>• Systematized</li> <li>• Validated</li> </ul>	<ul style="list-style-type: none"> <li>• Addressed</li> <li>• Briefed</li> <li>• Contacted</li> <li>• Clarified</li> <li>• Collaborated</li> <li>• Communicated</li> <li>• Corresponded</li> <li>• Documented</li> <li>• Edited</li> <li>• Explained</li> <li>• Expressed</li> <li>• Individualized</li> <li>• Interpreted</li> <li>• Interviewed</li> <li>• Justified</li> <li>• Mediated</li> <li>• Moderated</li> <li>• Motivated</li> <li>• Negotiated</li> <li>• Outlined</li> <li>• Persuaded</li> <li>• Planned</li> <li>• Presented</li> <li>• Promoted</li> <li>• Publicized</li> <li>• Reported</li> <li>• Reviewed</li> <li>• Revised</li> <li>• Spoke</li> <li>• Summarized</li> <li>• Translated</li> <li>• Wrote</li> </ul>	<ul style="list-style-type: none"> <li>• Activated</li> <li>• Adjusted</li> <li>• Assembled</li> <li>• Completed</li> <li>• Composed</li> <li>• Conserved</li> <li>• Constructed</li> <li>• Contracted</li> <li>• Created</li> <li>• Customized</li> <li>• Developed</li> <li>• Designed</li> <li>• Distributed</li> <li>• Drafted</li> <li>• Executed</li> <li>• Expanded</li> <li>• Generated</li> <li>• Implemented</li> <li>• Improved</li> <li>• Inaugurated</li> <li>• Innovated</li> <li>• Launched</li> <li>• Navigated</li> <li>• Produced</li> <li>• Reconstructed</li> <li>• Synthesized</li> <li>• Transformed</li> <li>• Streamlined</li> <li>• Strengthened</li> </ul>	<ul style="list-style-type: none"> <li>• Acclimated</li> <li>• Accommodated</li> <li>• Adapted</li> <li>• Answered</li> <li>• Anticipated</li> <li>• Assisted</li> <li>• Assured</li> <li>• Cared</li> <li>• Coached</li> <li>• Consulted</li> <li>• Described</li> <li>• Dispensed</li> <li>• Educated</li> <li>• Encouraged</li> <li>• Familiarized</li> <li>• Formed</li> <li>• Fostered</li> <li>• Fulfilled</li> <li>• Gained</li> <li>• Handled</li> <li>• Informed</li> <li>• Interacted</li> <li>• Intervened</li> <li>• Joined</li> <li>• Listened</li> <li>• Modeled</li> <li>• Participated</li> <li>• Provided</li> <li>• Recommended</li> <li>• Reconciled</li> <li>• Represented</li> <li>• Screened</li> <li>• Shared</li> <li>• Suggested</li> <li>• Treated</li> </ul>	<ul style="list-style-type: none"> <li>• Administered</li> <li>• Advanced</li> <li>• Changed</li> <li>• Certified</li> <li>• Compounded</li> <li>• Contributed</li> <li>• Decided</li> <li>• Effected</li> <li>• Eliminated</li> <li>• Emphasized</li> <li>• Enabled</li> <li>• Enacted</li> <li>• Extended</li> <li>• Facilitated</li> <li>• Learned</li> <li>• Offered</li> <li>• Packaged</li> <li>• Performed</li> <li>• Proposed</li> <li>• Received</li> <li>• Recognized</li> <li>• Referred</li> <li>• Registered</li> <li>• Reinforced</li> <li>• Resolved</li> <li>• Responded</li> <li>• Saved</li> <li>• Selected</li> <li>• Served</li> <li>• Simplified</li> <li>• Studied</li> <li>• Transcribed</li> <li>• Volunteered</li> <li>• Worked</li> </ul>

Numbers	Organization	Research	Teaching
<ul style="list-style-type: none"> <li>Accounted</li> <li>Added</li> <li>Allocated</li> <li>Appraised</li> <li>Audited</li> <li>Balanced</li> <li>Budgeted</li> <li>Calculated</li> <li>Computed</li> <li>Decreased</li> <li>Estimated</li> <li>Exceeded</li> <li>Formulated</li> <li>Increased</li> <li>Inventoried</li> <li>Maintained</li> <li>Marketed</li> <li>Maximized</li> <li>Measured</li> <li>Minimized</li> <li>Multiplied</li> <li>Projected</li> <li>Purchased</li> <li>Recorded</li> <li>Reduced</li> <li>Solved</li> <li>Quantified</li> </ul>	<ul style="list-style-type: none"> <li>Applied</li> <li>Arranged</li> <li>Cataloged</li> <li>Categorized</li> <li>Centralized</li> <li>Connected</li> <li>Converted</li> <li>Coordinated</li> <li>Defined</li> <li>Established</li> <li>Formalized</li> <li>Grouped</li> <li>Issued</li> <li>Modified</li> <li>Orchestrated</li> <li>Organized</li> <li>Overhauled</li> <li>Placed</li> <li>Programmed</li> <li>Qualified</li> <li>Reorganized</li> <li>Rewrote</li> <li>Scheduled</li> <li>Standardized</li> <li>Upgraded</li> </ul>	<ul style="list-style-type: none"> <li>Acquired</li> <li>Analyzed</li> <li>Authored</li> <li>Classified</li> <li>Collected</li> <li>Conducted</li> <li>Detected</li> <li>Determined</li> <li>Discovered</li> <li>Evaluated</li> <li>Examined</li> <li>Focused</li> <li>Gathered</li> <li>Identified</li> <li>Investigated</li> <li>Located</li> <li>Obtained</li> <li>Observed</li> <li>Published</li> <li>Recruited</li> <li>Researched</li> <li>Surveyed</li> <li>Tested</li> <li>Traced</li> <li>Tracked</li> <li>Verified</li> </ul>	<ul style="list-style-type: none"> <li>Advised</li> <li>Aided</li> <li>Corrected</li> <li>Counseled</li> <li>Critiqued</li> <li>Demonstrated</li> <li>Displayed</li> <li>Enhanced</li> <li>Ensured</li> <li>Graded</li> <li>Guided</li> <li>Helped</li> <li>Influenced</li> <li>Instructed</li> <li>Introduced</li> <li>Lectured</li> <li>Mentored</li> <li>Supported</li> <li>Taught</li> <li>Trained</li> <li>Tutored</li> </ul>

### KEY PHARMACY-RELATED WORDS:

<p><b>-A-</b></p> <ul style="list-style-type: none"> <li>Accreditation</li> <li>Administration</li> <li>Adverse drug reaction</li> <li>Advertising</li> <li>Alternative medicine</li> <li>Alumni relations</li> <li>Ambulatory care</li> <li>Aseptic technique</li> </ul> <p><b>-B-</b></p> <ul style="list-style-type: none"> <li>Benchmarking</li> <li>Biologicals</li> <li>Biotechnology</li> <li>Budget administration</li> <li>Budget allocation</li> </ul> <p><b>-C-</b></p> <ul style="list-style-type: none"> <li>Case management</li> <li>Certification</li> <li>Change management</li> <li>Clinical decision making</li> <li>Clinical research</li> <li>Clinical services</li> <li>Clinical studies</li> </ul>	<p><b>-I-</b></p> <ul style="list-style-type: none"> <li>Immunization</li> <li>Immunology</li> <li>Improving health outcomes</li> <li>Incompatibilities</li> <li>Industry</li> <li>Industry relations</li> <li>Infectious diseases</li> <li>Information systems</li> <li>Injections</li> <li>Inpatient care</li> <li>Internal medicine</li> <li>Interventions</li> <li>Intravenous therapy</li> <li>Inventory control</li> <li>Investigational drug</li> </ul> <p><b>-J-</b></p> <ul style="list-style-type: none"> <li>The Joint Commission</li> <li>Just-in-time inventory</li> </ul> <p><b>-L-</b></p> <ul style="list-style-type: none"> <li>Labeling</li> <li>Leadership development</li> <li>Leadership training</li> </ul>	<p><b>-Q-</b></p> <ul style="list-style-type: none"> <li>Quality assurance</li> <li>Quality control</li> <li>Quality improvement</li> <li>Quality of care</li> <li>Quality of life</li> </ul> <p><b>-R-</b></p> <ul style="list-style-type: none"> <li>Records management</li> <li>Recruitment and retention</li> <li>Research and development</li> <li>Reimbursement</li> <li>Research</li> <li>Resource management</li> <li>Regulatory affairs</li> <li>Retail sales</li> <li>Risk management</li> </ul> <p><b>-S-</b></p> <ul style="list-style-type: none"> <li>Scheduling</li> <li>Service delivery</li> <li>Specialty</li> <li>Staffing</li> <li>Standards</li> <li>Strategic planning</li> </ul>
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<ul style="list-style-type: none"> <li>• Communication</li> <li>• Community outreach</li> <li>• Community practice</li> <li>• Compensation</li> <li>• Compounding</li> <li>• Continuity of care</li> <li>• Continuous quality improvement</li> <li>• Contract negotiations</li> <li>• Controlled substances</li> <li>• Cost avoidance</li> <li>• Cost reduction</li> <li>• Credentialing</li> <li>• Customer relations</li> <li>• Customer satisfaction</li> <li>• Customer service</li> </ul> <p><b>-D-</b></p> <ul style="list-style-type: none"> <li>• Data collection</li> <li>• Disease management program</li> <li>• Dispensing devices</li> <li>• Distribution</li> <li>• Documentation</li> <li>• Drug administration</li> <li>• Drug distribution</li> <li>• Drug evaluation</li> <li>• Drug information</li> <li>• Drug interactions</li> <li>• Drug metabolism</li> <li>• Drug therapy monitoring</li> <li>• Drug usage evaluation</li> <li>• Drug use control</li> <li>• Drug utilization</li> </ul> <p><b>-E-</b></p> <ul style="list-style-type: none"> <li>• Economics</li> <li>• Educational programming</li> <li>• Equipment</li> <li>• Errors</li> <li>• Ethics</li> </ul> <p><b>-F-</b></p> <ul style="list-style-type: none"> <li>• Financial management</li> <li>• Formulary</li> <li>• Formulation</li> <li>• Fundraising</li> </ul> <p><b>-G-</b></p> <ul style="list-style-type: none"> <li>• Geriatrics</li> <li>• Good manufacturing practices</li> <li>• Government affairs</li> <li>• Grant administration</li> <li>• Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Legislation</li> <li>• Long-term care</li> </ul> <p><b>-O-</b></p> <ul style="list-style-type: none"> <li>• Office management</li> <li>• Oncology</li> <li>• Operating budget</li> <li>• Order processing</li> <li>• Outcomes</li> <li>• Over-the-counter drugs</li> </ul> <p><b>-P-</b></p> <ul style="list-style-type: none"> <li>• Packaging</li> <li>• Pain management</li> <li>• Patient care</li> <li>• Patient counseling</li> <li>• Patient relations</li> <li>• Pediatrics</li> <li>• Peer review</li> <li>• Pharmaceutical care</li> <li>• Pharmacodynamics</li> <li>• Pharmacoeconomics</li> <li>• Pharmacoepidemiology</li> <li>• Pharmacogenetics</li> <li>• Pharmacogenomics</li> <li>• Pharmacognosy</li> <li>• Pharmacokinetics</li> <li>• Pharmacology</li> <li>• Pharmacopeial standards</li> <li>• Pharmacotherapy</li> <li>• Pharmacy benefit management</li> <li>• Pharmacy practice</li> <li>• Poison control</li> <li>• Policy development</li> <li>• Political affairs</li> <li>• Practice management</li> <li>• Prescribing</li> <li>• Prescription benefit management</li> <li>• Prescriptions</li> <li>• Pricing</li> <li>• Primary care</li> <li>• Procurement</li> <li>• Product development</li> <li>• Product selection</li> <li>• Productivity</li> <li>• Professional competence</li> <li>• Project management</li> <li>• Protocols</li> <li>• Psychiatric pharmacy</li> <li>• Public affairs</li> <li>• Public health</li> <li>• Public policy development</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Sterile products</li> <li>• Substance abuse</li> </ul> <p><b>-T-</b></p> <ul style="list-style-type: none"> <li>• Team building</li> <li>• Team leadership</li> <li>• Technical support</li> <li>• Therapeutic efficacy</li> <li>• Therapeutic equivalency</li> <li>• Therapeutic substitution</li> <li>• Third-party payer</li> </ul> <p><b>-U-</b></p> <ul style="list-style-type: none"> <li>• Unit dose</li> <li>• Utilization review</li> </ul> <p><b>-V-</b></p> <ul style="list-style-type: none"> <li>• Vaccines</li> <li>• Vendor relations</li> <li>• Volunteer recruitment</li> <li>• Volunteer training</li> </ul> <p><b>-W-</b></p> <ul style="list-style-type: none"> <li>• Wellness program</li> <li>• Workload</li> </ul>
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Adapted from *The Pharmacy Professional's Guide to Resumes, CVs, & Interviewing, 4<sup>th</sup> Edition*.