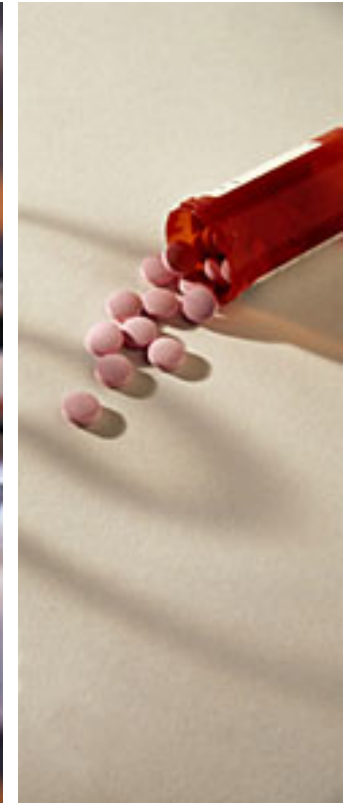
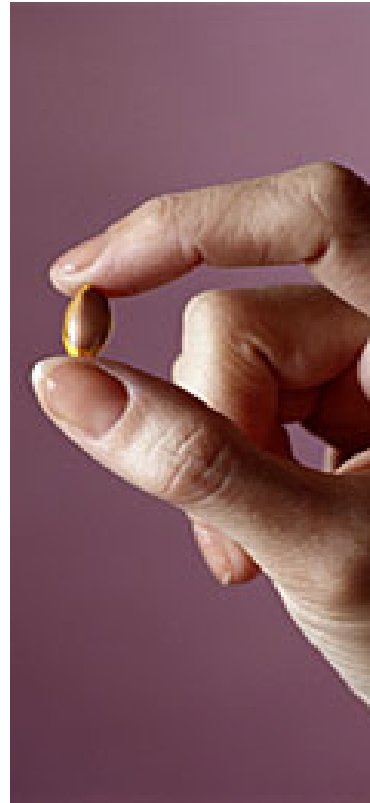


Preparing to Enter Practice: Part I - Resume & CV Comparison, Construction & When to Use



Team With An Innovator

Learning Objectives

- I. What's the difference between a Resume and a CV?
- II. How To Construct a CV
- III. How To Construct a Resume
- IV. When to use a CV and when to use a Resume

What's the difference between a Resume and a CV?

- A. Primary differences are **Length, Content and the Purpose.**

- B. **Resume** – A one or two page summary of your skills , experience and education.
 - 1. Goal is to be brief and concise.
 - 2. The resume reader will only spend a minute or so reviewing your qualifications.
 - 3. Resume types – Chronological, Functional and Combination.

- C. **Curriculum Vitae (CV)** – A longer (two or more pages), more detailed synopsis.
 - 1. Summary of educational and academic background.
 - 2. Includes teaching and research experience, publications, presentations, awards, honors, affiliations and other details.

How to Construct a CV

A. What to include in your CV

1. Name / Contact information.
2. Education
3. Skills
4. Experience including research and teaching experience
5. Publications, Grants and Fellowships including dates
6. Professional Associations, Licenses, Awards and other relevant information.

B. How to write a CV – Use the 5 C's

1. **C**lear – well-organized and logical
2. **C**oncise – relevant and necessary
3. **C**omplete – includes everything you need
4. **C**onsistent – don't mix styles or fonts
5. **C**urrent – up-to-date

C. A CV is a marketing tool

1. With your CV , you will be able to promote yourself.
2. Imagine the CV as being a brochure that will list the benefits of a particular service; your time and skills.
3. When writing a CV, look at it from your potential employers point of view.
4. Would you stand out against the competition and would the manager want you for the job?

Sample CV Review

Sample CV 1

- Lists specific duties under Employment experience and Advanced Practice experience.
- Be specific on dates.
- List names of preceptors so that potential employer can make connection.
- List Pharmacy-specific Extracurricular activities and offices held / accomplishments.
- List all licenses and any applicable certifications.

Sample CV 2

- Consider listing a Career Summary even as a new graduate – include Tech experience.
- Use a Combination style with Functional and Chronological elements.
- List Skills / Qualifications that fit job responsibilities for position you're applying for.
- Use measurable accomplishments to show a successful track record.
- Add employment record with dates and specific responsibilities / successes.
- Dates must be consistent, no breaks without an explanation.

Sample CV's

[NCAP CV 1.doc](#)

[NCAP CV 2.doc](#)

How to Construct a Resume

A. Three Basic Types of Resumes

1. Chronological – lists your work history with the most recent position listed first. Employers prefer this type resume because it's easy to see your work experience and dates.
2. Functional – Focuses on your skills and experience rather than your work history.
3. Combination – Lists your skills and experience first and then your employment history. This type resume highlights your skills that are relevant to the job you are applying for and also provides the chronological work history that employers prefer.

How to Construct a Resume

10 Steps to a Winning Resume

1. Make your resume the right length – 1 or 2 pages is fine, 5 years or less experience = one page.
2. Position yourself as someone who meets the needs of the employer – you have 20 seconds to convey to a potential employer clearly and loudly that you are the right person for the job.
3. Don't use an Objective, use a Positioning Statement instead that clearly and concisely explains what you have to offer. Focus on what the employer wants, not on what you want
4. Your resume must contain specifics – place your achievements in context, don't use vague statements.
5. Outline achievements/responsibilities, provide details, what makes you different?
6. No Typos – Your resume has to be perfect. Have others proofread it.
7. Make the resume easy to read – Good design will keep the person reading/highlight strengths.
8. Don't list irrelevant information – Don't list hobbies, marital status, children, non-professional affiliations.
9. Don't be too modest – Don't play down your achievements; no interest=no interview.
10. Create an internet-ready version of your resume – Convert to a text-only format.

Sample Resume Review

Sample Resume 1

- Very Basic, 1 page
- Education, Employment, Internship – Get's to the point.
- Chronological Only.
- Lists responsibilities for each position held.
- Easy to read and evaluate quickly, no fluff.

Sample Resume 2

- Lists Summary of qualifications in bullet form, easy to read, covers various settings.
- Combination style that lists skills with verification and tangible results / achievements.
- Adds the work experience, license and education without the detail.
- Two pages – Gets to the point, highlights proven skills within the context of their employment history.

Sample Resume's

[NCAP RESUME 1.doc](#)

[NCAP RESUME 2.doc](#)

When to use a Resume versus a CV

- A CV is used primarily when applying for international, academic, education, scientific, clinical or research positions. Also use a CV when applying for Fellowships or Grants. You may need different versions when applying to different types of positions.
- Use a Resume for every other type position not listed under CV. A Chronological Resume is preferred by most employers. It is best used when the candidate has a strong, solid work history. A Functional Resume is most often used by candidates who want to highlight their skills and experience. It is also used by candidates who wish to change careers. A Combination Resume is generally best since it covers skill sets and experience. Skills can be highlighted that are relevant to the job you are applying for.

Resume / CV Do's and Don'ts

Do's

- Do Focus on your accomplishments.
- Do Focus on your education, credentials and professional goals.
- Do include basic details of responsibility from previous positions.
- Do include professional affiliations.
- Do summarize and “get to the point”.
- Do include a brief cover letter.

Don'ts

- Don't ramble – get to the point.
- Don't include personal information.
- Don't skip any positions you've had – Dates need to match, no gaps.
- Don't present a 5 page resume.
- Don't stretch the truth, be honest.

Helpful Websites

- www.cvtips.com
- www.bestsampleresume.com
- www.resume-resource.com

Hire Dynamics Rx Locations / Service Area

Hire Dynamics Offices:

HDRx Georgia

3725 Lawrenceville-Suwanee Road
Suite A-1
Suwanee, GA 30024
Tel: 678.730.1760
Fax: 678.730.1765

HDRx Carolinas

3931 Tinsley Drive
Suite 102
High Point, NC 27265
Tel: 336-899-1160
Fax: 336-899-1164

Hire Dynamics Service Area:

Georgia
Tennessee
North Carolina
South Carolina
Alabama

www.hiredynamicsrx.com

Contact Information

David McAnally

General Manager / Partner

Hire Dynamics Rx

877.500.6508 x 20 Office

404.216.8723 Cell

dmcanally@hiredynamicsrx.com