

Joanna A. Doe, Pharm.D., BCPS

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EDUCATION AND TRAINING

Generic University College of Pharmacy, City, State Doctor of Pharmacy	July 1993 to June 1994
Pharmacy Practice Residency ASHP Accredited Institution, City, State Residency Program Director	July 1982 to June 1983
Undergraduate University College of XYZ, City, State Bachelor of Pharmacy	Sept 1977 to June 1982

LICENSURES AND CERTIFICATIONS

Board Certified Pharmacotherapy Specialist (#5678)	July 2013 to Present
State Registered Pharmacist (#123456789)	June 1982 to Present
Advanced Cardiac Life Support	July 1982 to Present

PROFESSIONAL EXPERIENCES

Clinical Pharmacy Specialist – Infectious Disease Institution, City, State Manager <ul style="list-style-type: none">Unique activities and skills with action words	July 1985 to Present
Inpatient Clinical Pharmacist Institution, City, State Preceptor/Manager <ul style="list-style-type: none">Unique activities with action words	July 1984 to June 1985
Inpatient Pharmacy Intern Institution, City, State Preceptor/Manager <ul style="list-style-type: none">Unique activities and skills with action words	May 1980 to June 1982
Community Pharmacy Intern Institution, City, State Preceptor/Manager <ul style="list-style-type: none">Unique activities with action words	Oct 1979 to May 1980

Commented [ASHP NPF1]: Ensure that your email is updated as you progress in your career. Use a personal email if you prefer but make sure it has a professional name.

Commented [ASHP NPF2]: May also consider adding a link to online professional profile (i.e. LinkedIn) if you would like the potential employer to view this.

Commented [ASHP NPF3]: Consider adding additional qualifications to this section such as foreign language fluency, as this may resonate well depending on the location of the job.

Commented [ASHP NPF4]: For the seasoned practitioner, remove residency rotations from the CV, if they were previously listed.

Commented [ASHP NPF5]: If you have been a residency program director, you may place that information in this category.

Commented [ASHP NPF6]: Consider removing your internship experiences if it no longer pertains to your career goals or showcases a unique experience. See example below.

Commented [ASHP NPF7]: If you have substantial projects that would not be considered research or presentations (e.g. starting an antimicrobial stewardship program), consider listing those within the description of your position or creating a separate 'selected projects' section of your CV. See example further down in this CV.

Commented [ASHP NPF8]: Action words should be in past tense, as these activities have already occurred.

ONGOING RESEARCH AND SELECTED PROJECT EXPERIENCE

Project C June 2018 to May Present

Generic University/Institution, City, State
Co-investigators: List names, Pharm.D.

Project B Sept 1990 to Apr 1992

Generic University/Institution, City, State
Advisors: List names, Pharm.D.

Project A Aug 1982 to June 1983

Generic University/Institution, City, State
Advisors/Co-investigators: List names, Pharm.D.

TEACHING EXPERIENCES

Infectious Disease: Presentation Name Sept 2010 to Present

Generic University/Institution, City, State

Infectious Disease: Presentation Name Sept 2010 to Present

Generic University/Institution, City, State

Preceptor, Inpatient Infectious Disease Rotation July 2005 to Present

Post Graduate Year 1 (PGY1) Residents & APPE Students
Generic University/Institution, City, State

Presentation Name Mar 2016

Generic University/Institution, City, State
Course Coordinator: Name, Pharm.D.

Continuing Education: Presentation Name Jan 2016

Generic University/Institution, City, State
Course Coordinator: Name, Pharm.D.

Preceptor, Inpatient General Medicine Rotation Sept 1984 to June 1985

Post Graduate Year 1 (PGY1) Residents & APPE Students
Generic University/Institution, City, State

Commented [ASHP NPF9]: Consider rearranging the order of the sections within your CV. Expand on select experiences based on the position you are applying for.

Commented [ASHP NPF10]: If updating your CV for a position where research is less emphasized, move this section further down the CV. Remember, the CV can be re-organized and modified to highlight what is important for the new position.

Commented [ASHP NPF11]: At this point in your career, you can remove research that is no longer pertinent (e.g. student research experience).

Commented [ASHP NPF12]: Components of your teaching certificate would go in this section but the actual certificate should be listed in "Certificates".

Commented [ASHP NPF13]: This section may also be further sub-divided based on the type of teaching experiences (Lecturer, Continuing Education, Experiential Experiences, etc.)

Commented [ASHP NPF14]: You may consider including the number of students/residents that you precept on an annual basis.

Commented [ASHP NPF15]: Consider removing student and resident experiences as you progress in your career.

Commented [ASHP NPF16]: Continuing Education (CE) could be Teaching Experiences or Presentations, though not both.

PUBLICATIONS, POSTERS, AND NEWSLETTERS

PUBLICATIONS

Doe JA, Meyer OA, Wayne BA. Publication title. *Journal*. 2017;4(12):123-7

Doe JA, Pippin SJ. Publication title. *Journal*. 2011;3(10):73-8

Pippin SJ, **Doe JA**. Publication title. *Journal*. 2010;5(6): 10-15

Pippin SJ, **Doe JA**. Publication title. *Journal*. 2005;2(1): 25-34

Doe JA, Pippin SJ. Publication title. *Journal*. 2001;9(11): 165-81

POSTERS

Doe JA, Meyer OA, Wayne BA. Poster title. American Society of Health-System Pharmacists Midyear Clinical Meeting, Orlando, Florida. December 2016.

Pippin SJ, **Doe JA**. Poster title. American Society of Health-System Pharmacists Midyear Clinical Meeting, Anaheim, California. December 2010.

Doe JA. Poster title. Annual State Pharmacy Society Meeting. October 2005.

Doe JA. Poster title. Annual State Pharmacy Society Meeting. October 2000.

NEWSLETTERS

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. November 2016

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. May 2016

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. January 2015

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. November 2014

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. January 2014

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. May 2013

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. November 2012

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. January 2011

Doe JA. Newsletter article title. The Hospital Monthly Newsletter. May 2010

Commented [ASHP NPF17]: Publications include not only journal articles, but also articles in a newsletter or website article.

Commented [ASHP NPF18]: The subtitles within this section over time may also become more detailed and could for example include: Continuing Education Publications, Textbook Publications, Peer-Reviewed Journal Publications, etc.

Commented [ASHP NPF19]: Bold where your name in the authorship section.

Commented [ASHP NPF20]: Remember to remove student posters and presentations that are no longer relevant.

Commented [ASHP NPF21]: Ensure newsletters listed on the CV are relevant. Avoid adding fluff to the CV.

REGIONAL AND STATE PRESENTATIONS

“Presentation C” ACPE accredited formal presentation to specific health care professionals; National Conference. Institution, City, State.	Feb 2018
“Presentation B” ACPE accredited formal presentation to specific health care professionals; State Regional Conference. Institution, City, State.	Nov 2016
“Presentation A” ACPE accredited formal presentation to specific health care professionals; State Regional Conference. Institution, City, State.	May 2015
“Presentation E” ACPE accredited formal presentation to specific health care professionals; State Regional Conference. Institution, City, State.	Jan 2012
“Presentation B” ACPE accredited formal presentation to specific health care professionals; State Regional Conference. Institution, City, State.	May 2010

Commented [ASHP NPF22]: Consider removing presentations that were completed 10 years ago.

LOCAL PRESENTATIONS

Presentation A Formal presentation to health care professionals at the city’s Free Clinic. Free Clinic, City, State	Nov 2018
Presentation B Formal presentation to health care professionals at the Healthcare System. Generic Institution, City, State	Jan 2016
Presentation C Formal presentation to health care professionals at the Healthcare System. Generic Institution, City, State	May 2013

Commented [ASHP NPF23]: It may be appropriate to remove presentations completed as a student and during your residency. This section may even be combined with the “Regional and State Presentations”. As time goes by, the items on your CV should match the position you are applying for.

LEADERSHIP EXPERIENCES

American Society of Health-System Pharmacists Section Advisory Group on Clinical Leadership <ul style="list-style-type: none">• Activities/duties with action words	July 2018 to Present
Workplace Committee Committee Member <ul style="list-style-type: none">• Activities/duties with action words	July 1999 to Present

Commented [ASHP NPF24]: If you have a significant number of leadership experiences, consider splitting them into separate categories (i.e. national/regional/local).

Commented [ASHP NPF25]: Undergraduate leadership experiences were removed from PGY2 CV, as leadership experiences from residency and pharmacy school are more relevant.

Commented [ASHP NPF26R25]: Additionally, for a seasoned practitioner, pharmacy school and residency leadership experience may also be no longer relevant.

LEADERSHIP EXPERIENCES (CONTINUED)

Workplace Committee July 1986 to June 1999
Committee Chair
• Activities/duties with action words

Workplace Committee July 1984 to June 1985
Committee Chair
• Activities/duties with action words

Generic PGY1 Residency Program Aug 1982 to June 1983
Chief Pharmacy Resident
• Activities/duties with action words

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

Board of Pharmaceutical Specialties July 2013 to Present
American Society of Health-System Pharmacists July 1982 to Present
State Pharmacy Organization July 1982 to Present

COMMUNITY SERVICE

P1 Pharmacy Mentor Aug 2018 to Present
Generic University/Institution, City, State

Undergraduate Mentor Aug 2011 to May 2018
Generic University/Institution, City, State

Community Service Volunteer June 2010
Generic Community Service Association/Institution, City, State

Preceptor for Antibiotic Awareness Outreach Oct 2005 to Present
Generic University/Institution, City, State

HONORS AND AWARDS

Preceptor of the Year Award June 2018
Health System Leadership Award Apr 2015
Rho Chi (Pharmaceutical Honor Society) Inducted June 1980

REFERENCES

Available upon request

Commented [ASHP NPF27]: If the end of a page breaks up a section, indicate the title of the section followed by (Continued) to indicate it is a continuation of that section.

Commented [ASHP NPF28]: Consider leaving items that would showcase experiences for the job you are applying for. (i.e. if you are applying for a medication safety position, consider adding back in "Chair of Medication Safety Committee").

Commented [ASHP NPF29]: Community service will remain important throughout your career so continue to seek current involvement and consider removing previous involvement over 10 years old.

Commented [ASHP NPF30]: Undergraduate experiences should be removed.

Commented [ASHP NPF31]: If the honor/award is not widely understood, consider including a one line description of the criteria or qualifications.

Commented [ASHP NPF32]: Consider removing undergraduate and pharmacy school honors and awards.