

CAREER GUIDE

For College of Pharmacy Students
at the University of Georgia



**CREATING
RESUMES
& CVS**

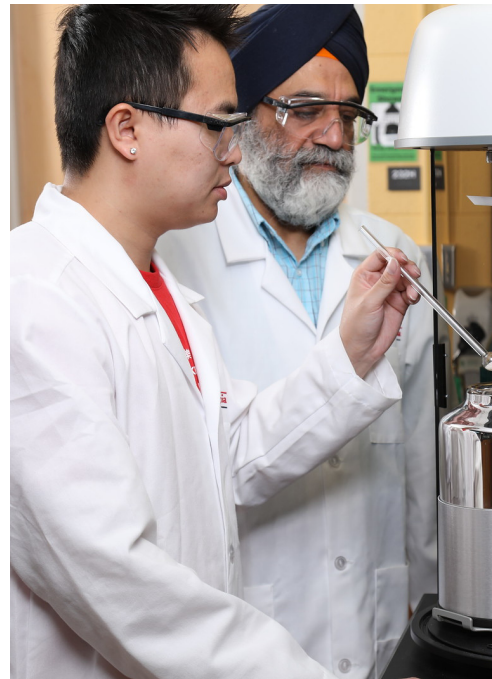
**FINDING
INTERNSHIPS,
RESIDENCIES,
& JOBS**

**INTERVIEW
SKILLS &
STRATEGIES**

...AND MORE



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COVER LETTERS

Cover letters should be a concise expression of your intentions and should also complement your resume/CV. This letter serves three purposes: introduces you to the employer/reader, expresses your intentions, and describes your qualifications.

PRO TIPS

- Your cover letter should be one page.
- Check for grammatical, spelling, or typographical errors in your letter.
- Have others read and proofread your letter.
- Link your qualifications, skills, and experiences directly to the position description, and use action words to illustrate them.
- Grab the reader's attention with a captivating first sentence.
- Keep your language concise and purposeful.

COVER LETTER OUTLINE

Beginning: The first paragraph answers the question, "Why am I writing?" by introducing basic information about yourself, identifying the position/company, and explaining why you're the best candidate.

Middle: The middle paragraph(s) answers the question "Who am I and why should you hire me?" Highlight skills, experiences, and qualities that make you the best candidate for the position, and connect these to the position description.

End: This paragraph answers the question "What is my next step?" Restate your interest in the position, specify your intentions for following up, and refer to your enclosed documents (resume or CV).

"DESCRIBES YOUR INTENTIONS AND QUALIFICATIONS"

FORMAT

Sender address: Format this the same as the personal information on your resume/CV, so that it looks like letterhead.

Date: This should be the date you submit the letter for consideration.

Employer address: When listing employer's name, write either their title at the beginning (Dr. Eric Smith) or credentials at the end (Eric Smith, Pharm.D.).

Greeting: Address the letter to a specific individual; however, if you cannot find the name of a specific person, you can use a more generic greeting (example: Dear Search Committee, To Whom It May Concern).

Body: Content of the letter (see box to the right)
Closing: Use "Sincerely".

Signature: To create an electronic signature, sign your name on a white piece of paper. Take a picture (or use your computer) and create a JPG file. You can insert this picture as your signature.

Enclosure: List any documents you are submitting along with your cover letter, including a resume, CV, or references.

"USE WORDS FROM THE POSITION DESCRIPTION IN YOUR LETTER TO DESCRIBE YOUR EXPERIENCE"

Sample Job Cover Letter: 1st Year

JANE L. ADAMS

123 Milledge Avenue | Athens, GA | 30606
706-555-2345 | jane.adamsrx@uga.edu

September 20, 2017

Andrea Mann, Pharm.D.
Pharmacy Manager
Kroger Pharmacy
456 Broad Street
Athens, GA 30602

Dear Dr. Mann,

As a current pharmacy student in the College of Pharmacy at the University of Georgia, it is my goal to obtain a position as a pharmacy intern in a retail pharmacy setting. I believe that this experience, coupled with my coursework, will help me grow as a future pharmacist and develop skills that are vital to my success in my future career. I am seeking a pharmacy intern position at Kroger because of the reputation of the pharmacy and the connections that develop between the pharmacy staff and the community. My former supervisor, Dr. Pierce, recommended I apply for this position.

Currently, I am in my first year in the Doctor of Pharmacy program at the University of Georgia. I have worked as a pharmacy technician in a retail setting for almost three years. In this role, I honed my customer service skills—I routinely interacted with patients, provided educational insight, and made OTC referrals. I developed relationships with the patients, as well; I distributed prescriptions to regular patients and bonded with them when they returned each month. I also regularly communicated with physicians, their offices, and other medical personnel—as well as insurance representatives—to help clarify prescriptions, ensure patients' medications were covered, and to answer patients' questions.

As a pharmacy technician, I worked 20 hours each week, while maintaining a full academic course load and a competitive GPA. I learned to balance my responsibilities and I developed positive time management skills. I am also very comfortable working as part of and leading a team; in high school, I served as the captain of the Varsity volleyball team. This experience allowed me to develop positive team-working and team-building skills. I also served as the president of the pre-pharmacy society at Georgia State University; I was successful in this role because of my organizational skills and my sense of responsibility. I believe all of these skills combine to make me a great candidate for the pharmacy intern position at Kroger.

A pharmacy intern position will help me develop my skills and expand my knowledge as a future pharmacist, and I truly believe that I will learn a lot from you while working at Kroger. I will also be sure to follow up with you regarding the position in two weeks. I have enclosed a copy of my resume, along with the requested list of references. Thank you so much for taking the time to review my materials. I hope to hear from you soon!

Sincerely,

Jane L. Adams

Jane L. Adams
Doctor of Pharmacy Candidate, University of Georgia

Enclosed: Resume

Sample Residency Cover Letter: 4th Year

Michael Stein

172 Broad Street
Athens, GA. 30606
m.steinpharmd@uga.edu

March 16, 2017

Dr. A.B. Smith
Residency Director
Peachtree Hospital
12345 Peachtree Avenue
Atlanta, GA. 30301

Dear Dr. Smith,

While attending the annual American Society of Health-System Pharmacists (ASHP) Midyear Clinical Meeting, I had the opportunity to learn more about your residency program at Peachtree Hospital, and to meet with you and a few of your current residents. I believe that your PGY1 program is a great fit for my own professional development, and I am writing today to express my interest in pursuing a residency at Peachtree Hospital. I am impressed with the number of rotations, the research and teaching opportunities, and the faculty and pharmacists who are part of the experience.

As a student in the College of Pharmacy at the University of Georgia, I have developed the knowledge, skills, and abilities of a future pharmacist. I have put these into practice in my rotations and in my position as a Pharmacy Intern at Kroger Pharmacy in Athens, GA. I enjoy working directly with patients, but I also enjoy the challenge of participating as a member of the medical team. I thrive in fast-paced environments, like a hospital setting. My experience in a retail setting has allowed me to develop excellent customer service skills; I am an effective communicator and enjoy counseling patients and developing relationships with them. Working as part of a team in retail pharmacy has made me extremely adept at working within a team. Balancing a part-time job while pursuing my Pharm.D. full time has taught me the importance of time management. I hope to continue to hone these skills, as well as develop many more, through a PGY1 Residency program.

I also have experience as a leader. I am a member of the executive board for the Student National Pharmaceutical Association (SNPhA) at the University of Georgia, and one of my major responsibilities the last two years has been organizing and presenting the PCAT Review Session for prospective pharmacy students. I also have a keen interest in research, and have participated in clinical studies with some faculty at UGA. I have also had the opportunity to publish this research and present it at a national conference. My skills with teaching and research are two that I hope to continue to develop through a residency program.

I am confident that the PGY1 Residency Program at Peachtree Hospital would be a wonderful opportunity for me, and I hope that you feel I will be a good fit for the program. Thank you for taking time to consider my application materials; including my attached resume. Please let me know if you have any questions. I hope to hear from you soon.

Sincerely,

Michael Stein

Michael Stein
Doctor of Pharmacy Candidate, University of Georgia

Sample Job Cover Letter: 4th Year

Georgia Smith

123 Baxter Street | Athens, GA | 30606
706-555-1234 | georgia.smith@uga.edu

January 3, 2017

Ann Abernathy, Pharm.D.
Pharmacy Manager, ABC Pharmacy
12345 Hawthorne Avenue
Athens, GA 30602

Dear Dr. Abernathy,

When I was seven years old, I discovered that I had a severe allergy to bee stings. Since then, I have faithfully carried around my EpiPen everywhere I go. I have had to use it on occasion, and I recognize the life-saving medicine that my doctors and pharmacists provide. Since that initial episode, my interest in medicine blossomed. I was fascinated how combinations of different compounds and chemicals could help heal and save lives. From that early age, I knew I wanted to be a pharmacist, so that I could be the person who provides the medicine. Because of my lifelong desire to work in pharmacy, and my education and pharmacy experience, I think I would be an excellent fit as a pharmacist in the retail and community pharmacy environment ABC provides.

I am currently a Doctor of Pharmacy candidate at the University of Georgia, and will graduate this May. While in school, I have worked as a Pharmacy Intern for another retail pharmacy. This role solidified my desire to work in retail and in a community. As a pharmacy intern, I learned the importance of customer service, and how vital it is to develop relationships with patients and clients. I was also entrusted with the task of orienting and training newly-hired pharmacy interns or pharmacy technicians. These responsibilities, along with additional duties my supervisor assigned, have prepared me to manage my own pharmacy and to supervise staff.

I also have experience creating educational opportunities. In my role as Professional Development Chair for our student pharmacy organization, I was in charge of planning ongoing developmental activities for members in our organization, including vaccination clinics. Additionally, my academic preparation includes pharmacy practice experience in geriatrics, pediatrics, infectious diseases, and oncology.

Again, I would like to reiterate my interest in the Pharmacist position at your ABC location. I have enclosed a copy of my CV with this cover letter. If you have any questions, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Georgia Smith

Georgia Smith
Doctor of Pharmacy Candidate
The University of Georgia College of Pharmacy

Enclosure: Curriculum Vitae

A resume is a 1-2 page summary of your educational background, work experience, and qualifications.

HEADING

- Include name, mailing address, phone number, and professional email.
- Name should be largest item on the page (16-18 point font, bolded).
- May also include links to LinkedIn profile or online portfolio of work.
- May also include permanent and current addresses.

EDUCATION

- List all colleges and universities attended, even if you did not earn a degree.
- Organize these in reverse chronological order (most recent up at the top).
- Include institution name, location (city/state), full degree title, major, graduation month and year (even if anticipated).
- Include GPA if over 3.0, and list the GPA type (i.e., cumulative, institutional, major), and list the scale (3.0/4.0).
- Include study abroad and academic achievements (i.e., Dean's List) if applicable.

RESUMES

LICENSES & CERTIFICATIONS

- List all relevant licenses and certifications you have earned or received.
- In each entry, include the title of the license or certification, the accrediting agency, the date received, and (if applicable), the expiration date.
- For a list of possible licenses and certifications, see page 18.

WORK EXPERIENCE & INVOLVEMENT

- Include job title, company/organization name, location (city, state), and dates of employment (months and years).
- List all experience in reverse chronological order.
- You may consider breaking up your experience into "Relevant" and "Other Work Experience" sections.
- Write out work responsibilities as bulleted statements that begin with strong action verbs (see list of "Strong Action Verbs for Resumes & CVs" on pgs. 9-10).
- Be aware of the verb tense: current positions = present tense, and past experiences = past tense.
- Highlight the skills you've developed, especially if they are transferable to a new position.

**A READER SHOULD BE ABLE TO SCAN YOUR
RESUME FOR IMPORTANT INFORMATION WITHIN
20-30 SECONDS**



Resume Pro Tips

- Figure out your purpose for writing a resume or CV. Make sure to highlight the skills or experiences that would be most beneficial, depending on the purpose of your resume or CV. (This means that you should customize your resume or CV based on the type of job or experience.)
- Be consistent: with your formatting (including font size and type), your spacing, the order of information, and the kind of information you include. Formatting is really important. One of the key ideas of a resume or CV is that the reader should just be able to scan your document(s) and get a sense of who you are as a candidate or potential employee.
- Keep page length in mind.
- Avoid templates; they are hard to update and customize. If you find one you like, recreate it yourself.
- Get rid of high school information, including your education and involvement. However, work experience from high school may be relevant. Use your best judgement.
- Avoid pronouns (I, me, we, etc.) in your descriptions of your work or involvement responsibilities.
- Quantify and qualify when possible (use numbers and descriptive words).
- Be professional in your resume or CV appearance...but remember that the ultimate goal of a resume or CV is to sell yourself.
- Always proofread your resume, and have others (including faculty) read it over, too!

STRONG ACTION VERBS FOR RESUMES & CVs

COMMUNICATION

Address	Confront	Document	Incorporate	Meet	Promote	Respond
Advertise	Consult	Draft	Influence	Moderate	Publicize	Solicit
Arbitrate	Contact	Edit	Inform	Motivate	Publish	Specify
Arrange	Convey	Educate	Interact	Negotiate	Question	Speak
Ascertain	Convince	Elicit	Interpret	Network	Reconcile	Stipulate
Author	Correspond	Enlist	Interview	Observe	Recruit	Suggest
Brief	Define	Explain	Involve	Outline	Refer	Summarize
Collaborate	Describe	Express	Lecture	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Market	Persuade	Report	Translate
Compose	Direct	Formulate	Mediate	Present	Resolve	Write

CREATIVITY

Act	Conceptualize	Display	Fashion	Integrate	Photograph	Remodel
Adapt	Conduct	Draft	Forge	Introduce	Pilot	Renovate
Advertise	Create	Dramatize	Formulate	Invent	Pioneer	Replace
Begin	Customize	Draw	Found	Market	Plan	Revise
Broaden	Demonstrate	Entertain	Illustrate	Model	Present	Revitalize
Combine	Design	Establish	Imagine	Modernize	Produce	Shape
Compose	Develop	Execute	Improvise	Modify	Recommend	Sketch
Conceive	Direct	Exhibit	Initiate	Originate	Redesign	Spearhead
Condense	Discover	Explore	Institute	Perform	Rehearse	Transform

FINANCIAL RESPONSIBILITY

Account for	Appraise	Compute	Develop	Market	Prepare	Reconcile
Adjust	Audit	Conserve	Estimate	Measure	Procure	Reduce
Administer	Balance	Control	Finance	Monitor	Project	Research
Allocate	Budget	Correct	Forecast	Net	Purchase	Retrieve
Analyze	Calculate	Determine	Manage	Plan	Qualify	Transfer

HELPING SKILLS

Adapt	Assess	Counsel	Enlist	Guide	Protect	Represent
Advise	Assist	Deliver	Ensure	Handle	Prevent	Resolve
Advocate	Clarify	Demonstrate	Evaluate	Moderate	Provide	Serve
Aid	Coach	Diagnose	Expedite	Observe	Reconcile	Simplify
Answer	Collaborate	Educate	Facilitate	Orient	Rectify	Supply
Anticipate	Contribute	Enable	Familiarize	Predict	Refer	Support
Arrange	Cooperate	Encourage	Foster	Prescribe	Rehabilitate	Volunteer

LEADERSHIP & MANAGEMENT

Accomplish	Conceptualize	Develop	Execute	Lead	Perfect	Replace
Account for	Conduct	Devote	Formulate	Leverage	Preserve	Review
Administer	Consolidate	Direct	Generate	Manage	Preside	Revitalize
Adjust	Consult	Dispatch	Handle	Maintain	Prioritize	Reward
Analyze	Contact	Dispense	Head	Merge	Produce	Save
Appoint	Contract	Eliminate	Hire	Motivate	Propose	Set goals
Approve	Coordinate	Employ	Implement	Orchestrate	Protect	Schedule
Assign	Decide	Emphasize	Improve	Order	Realize	Streamline
Assume	Decrease	Enforce	Incorporate	Organize	Recommend	Strengthen
Attain	Delegate	Enhance	Increase	Overhaul	Recruit	Supervise
Chair	Design	Establish	Initiate	Oversee	Regulate	Terminate
Choose	Determine	Evaluate	Institute	Plan	Reorganize	Unify

ORGANIZATIONAL SKILLS

Approve	Conserve	Extract	Log	Process	Review	Streamline
Arrange	Consolidate	Generate	Maintain	Purchase	Revise	Substitute
Categorize	Correct	Identify	Monitor	Record	Schedule	Standardize
Classify	Diagram	Implement	Obtain	Reshape	Screen	Systematize
Code	Distribute	Incorporate	Operate	Reorganize	Set up	Tabulate
Collaborate	Enlist	Inspect	Organize	Respond	Shape	Target
Collect	Execute	Integrate	Prepare	Retrieve	Specialize	Update
Compile	Expedite	Join	Prioritize	Revamp	Specify	Validate

PROBLEM SOLVING & ANALYSIS

Accumulate	Chart	Diagnose	Evaluate	Identify	Reduce	Revive
Acquire	Clarify	Design	Examine	Interpret	Remedy	Solve
Address	Collaborate	Detect	Extract	Interview	Research	Study
Analyze	Collect	Determine	Formulate	Investigate	Revamp	Summarize
Brainstorm	Compare	Discover	Gather	Modify	Review	Survey
Calculate	Conduct	Disprove	Hypothesize	Organize	Revitalize	Troubleshoot

RESULTS

Accelerate	Award	Eliminate	Fortify	Map	Reduce	Succeed
Accomplish	Complete	Enlarge	Improve	Maximize	Re-establish	Transform
Achieve	Compound	Establish	Increase	Measure	Resolve	Trim
Add	Contribute	Exceed	Initiate	Minimize	Selected as	Triple
Advance	Decrease	Excel	Introduce	Obtain	Solicit	Validate
Attain	Demonstrate	Expand	Launch	Pioneer	Stabilize	Widen
Augment	Double	Extend	Lower costs	Prove	Standardize	Won

TEACHING

Accept	Clarify	Designate	Explore	Inform	Organize	Simplify
Adapt	Coach	Develop	Facilitate	Initiate	Persuade	Solicit
Advise	Command	Direct	Focus	Inquire	Ponder	Speculate
Analyze	Communicate	Discipline	Generate	Instill	Postulate	State
Apply	Compliment	Educate	Guide	Instruct	Praise	Stimulate
Appraise	Conduct	Elaborate	Head	Integrate	Provoke	Structure
Appreciate	Consider	Elicit	Hypothesize	Interact	Question	Synthesize
Assess	Cooperate	Emphasize	Identify	Investigate	Reinforce	Systematize
Assign	Coordinate	Enable	Implement	Listen	Rephrase	Teach
Attend	Correct	Encourage	Incorporate	Model	Research	Thank
Categorize	Critique	Evaluate	Indicate	Modify	Reward	Theorize
Challenge	Define	Excite	Individualize	Motivate	Set goals	Train
Choose	Demonstrate	Explain	Infer	Observe	Set standards	Tutor

TECHNICAL SKILLS & RESEARCH

Activate	Compute	Create	Display	Integrate	Reconfigure	Service
Adapt	Configure	Define	Experiment	Investigate	Rehabilitate	Solve
Apply	Conserve	Deliver	Exhibit	Maintain	Remodel	Streamline
Appraise	Consolidate	Design	Fabricate	Navigate	Repair	Supply
Assemble	Construct	Detect	Formulate	Operate	Rectify	Survey
Begin	Contrive	Determine	Fortify	Overhaul	Regulate	Train
Build	Convert	Develop	Implement	Participate	Resolve	Troubleshoot
Calculate	Coordinate	Devise	Install	Program	Screen	Upgrade

Sample Resume: 1st Year

JANE L. ADAMS

123 Milledge Avenue | Athens, GA | 30606
706-555-2345 | jane.adamsrx@uga.edu

EDUCATION

Doctor of Pharmacy Candidate
University of Georgia College of Pharmacy
Athens, GA
Anticipated May 2021

August 2017 – Present

Pre-Pharmacy Coursework
Georgia State University
Atlanta, GA
Cumulative GPA: 3.93/4.00

August 2014 – May 2017

Study Abroad – Cross Cultural Perspectives on Health & Health Services
Byrdine F. Lewis School of Nursing & Health Professions
Granada, Nicaragua

May 2015 – July 2015

LICENSE

Pharmacy Intern License
Georgia Board of Pharmacy

August 2017 – Present

Pharmacy Technician License
Georgia Board of Pharmacy

October 2014 – Present

PROFESSIONAL EXPERIENCE

Pharmacy Technician
CVS Pharmacy – Store #567
Atlanta, GA

October 2014 – July 2017

Pharmacy Manager: S. Pierce, Pharm.D.

- Aided customers and helped answer their questions
- Disbursed prescriptions to patients, which were completed by the pharmacist
- Assisted the pharmacist and pharmacy interns with ongoing medication inventory
- Communicated with physician offices, medical personnel, and insurance companies to address concerns and clarify prescription orders

REFERENCES

Available upon request

Sample Resume: 4th Year

MICHAEL STEIN

172 Broad Street
Athens, GA. 30606
m.steinpharmd@uga.edu

EDUCATION

Doctor of Pharmacy Candidate August 2014 – Present
University of Georgia College of Pharmacy
Athens, GA
Anticipated May 2018

Pre-Pharmacy Coursework August 2012 – May 2014
University of Georgia College of Liberal Arts & Sciences
Athens, GA

LICENSE

Pharmacy Intern License October 2014 – Present
Georgia Board of Pharmacy
Expires October 17, 2019

PROFESSIONAL EXPERIENCE

Pharmacy Intern November 2014 – Present
Kroger Pharmacy – Store #123
Athens, GA
Pharmacy Manager: S. Marcarotti, Pharm.D.
-Assist the pharmacist in reviewing, processing, preparing, and filling prescriptions
-Provide patient counseling on prescription and over-the-counter (OTC) medications - -
-Administer influenza vaccinations
-Assist with medication inventory
-Train incoming pharmacy technicians

Pharmacy Technician September 2013 – November 2014
Publix Pharmacy
Athens, GA
Pharmacy Manager: R. Norcross, Pharm.D.
-Assisted the pharmacist and pharmacy interns with ongoing medication inventory
-Disbursed completed and confirmed prescriptions to patients
-Communicated with physician offices, medical personnel, and insurance companies to address concerns and clarify prescription orders

References available upon request

what?

A CV represents an overview of all of your academic and professional achievements and experiences.

These tend to be longer than resumes; they likely will exceed 2 or 3 pages. It is more detailed than a resume.

when?

Use CVs when applying for residencies, fellowships, honors or awards, internships, and professional positions.

CURRICULUM VITAE

- **Personal information:** Include name, address, phone, and email. Your name should stand out (at least 16-20 font).
- **Education:** List every institution you've attended, as well as all degrees you've earned, dates of attendance, and location of each institution. These should be listed in reverse chronological order.
- **Licenses and Certifications:** See pg. 17 for a suggested list you may include once you've earned them.
- **Professional/work experience:** For each entry, include position title, company name, location, and dates worked. You may want to include work responsibilities that start with strong action verbs (see pgs. 9-10). Emphasize pharmacy experience over other types of work experience.
- **APPE & IPPE Experience:** Include experience name, location, month and year for the experience, and your preceptor. You can also include assigned experiences that you have not yet completed.
- **Research, Presentations, & Publications:** These sections should include research title, author(s), date of publication or presentation, publication title or presentation location, and page numbers (if applicable).
- **Community Service, Leadership, Organizational Involvement, & Professional Activities:** Include organization name, your role, and dates of affiliation. You can also include responsibilities affiliated with your role(s).
- **Teaching Experience:** Include institution name, course title, and your role (i.e., teaching assistant, instructor of record).
- **Honors and Awards:** Include award name, awarding agency, and dates awarded.

"AN OVERVIEW OF ALL OF YOUR
ACADEMIC AND PROFESSIONAL
ACHIEVEMENTS AND EXPERIENCES..."

Sample CV: 4th Year

Georgia Smith

123 Baxter Street | Athens, GA | 30606
706-555-1234 | georgia.smith@uga.edu

EDUCATION

University of Georgia College of Pharmacy
Doctor of Pharmacy
GPA: 3.89/4.00

Athens, GA
Anticipated May 2017

University of Georgia College of Liberal Arts & Sciences
Bachelor of Science, Chemistry

Athens, GA
May 2013

University of Georgia in Spain
Study Abroad

Madrid, Spain
Summer 2012

LICENSES & CERTIFICATIONS

Georgia Board of Pharmacy
Pharmacy Intern License
Expires October 17, 2019

October 2013 – Present

Pharmacist's Letter
*Occupational Safety and Health Administration (OSHA) Protecting Against
Bloodborne Pathogens in 2016*

March 2015

Pharmacist's Letter
Health Insurance Portability and Accountability Act and Security Training

February 2015

American Pharmacists Association
Pharmacy-Based Immunization Delivery Certificate Program

October 2014

American Heart Association
Healthcare Provider Cardiopulmonary Resuscitation/Basic Life Support Certification

May 2014

PROFESSIONAL PHARMACY EXPERIENCE

Phil's Pharmacy
Pharmacy Intern
Pharmacy Manager: Phil Phillips, Pharm.D.

Athens, GA
March 2016 - Present

Publix Pharmacy
Pharmacy Intern
Pharmacy Technician
Pharmacy Manager: Rebecca Norcross, Pharm.D.

Athens, GA
January 2014—March 2016
September 2012 – December 2013

Advanced Pharmacy Practice Experiences (APPEs)

To be completed:

Piedmont Hospital	Atlanta, GA
<i>Acute Medicine – Cardiology</i>	March 2017 – April 2017
Preceptor: Alan Wayburn, Pharm.D.	

Lacey's Long Term Care	Atlanta, GA
<i>Outpatient Geriatrics</i>	February 2017 – March 2017
Preceptor: Jessica Barnett, Pharm.D.	

Children's Healthcare of Atlanta at Egleston	Atlanta, GA
<i>Acute Medicine – Pediatric Critical Care</i>	January 2017 – February 2017
Preceptor: Joseph Thomas, Pharm.D.	

Completed:

Northside Hospital	Atlanta, GA
<i>Institutional</i>	October 2016 – November 2016
Preceptor: Lawrence Carmen, Pharm.D.	

Northside Hospital	Atlanta, GA
<i>Indirect Patient Care – Drug Information</i>	September 2016 – October 2016
Preceptor: Kelly Hamilton, Pharm.D.	

Emory St. Joseph's Hospital of Atlanta	Atlanta, GA
<i>Acute Medicine – Anticoagulation</i>	August 2016 – September 2016
Preceptor: Joselyn Seraphy, Pharm.D.	

Fred's Pharmacy	Atlanta, GA
<i>Community</i>	June 2016 – July 2016
Preceptor: Christopher McCain, Pharm.D.	

Emory University Hospital	Atlanta, GA
<i>Acute Medicine – Adult Neurocritical Care</i>	May 2016 – June 2016
Preceptor: William Littleton, Pharm.D.	

Introductory Pharmacy Practice Experiences (IPPEs)

Athens Regional Medical Center	Athens, GA
<i>Introduction to Hospital Pharmacy</i>	July 2015
Preceptor: Mark Hamil, Pharm.D.	

CVS – Store #1234	Athens, GA
<i>Introduction to Community Pharmacy</i>	June 2014
Preceptor: Carrie Fischer, Pharm.D.	

Presentations & Publications

“Metformin as a drug to manage symptoms of PCOS for women.” Presentation to preceptors and 3rd year pharmacy students. University of Georgia, April 2016.

Smith, G. (2016, April 17). “Using Metformin to manage symptoms of PCOS.” *Journal of Female Endocrinology*.

“Using Metformin for Polycystic Ovarian Syndrome in Women.” Poster presentation at Georgia Pharmacists Association (GPhA) Annual Convention. June 2017.

Professional Involvement

Lambda Kappa Sigma (UGA College of Pharmacy)	May 2014 – Present
<i>President (August 2016 – Present)</i>	
<i>Social Chair (August 2015 – August 2016)</i>	

Georgia Pharmacists Association (GPhA)	January 2015 – Present
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Professional Development

American Society of Health-Systems Pharmacists (ASHP) Annual Conference	Las Vegas, NV
<i>Conference Attendee</i>	December 2016

Georgia Pharmacists Association (GPhA) Annual Conference	Amelia Island, FL
<i>Conference Attendee and Volunteer</i>	June 2015

Volunteer Experience

Mercy Clinic	Athens, GA
<i>Volunteer</i>	January 2015 – December 2016

Athens Clarke County Public Schools	Athens, GA
<i>Tutor, Science & Mathematics</i>	August 2011 – May 2013

References available upon request

Licenses & Certifications

These are possible licenses and certifications you may receive or complete, along with the accrediting agency. Add these to your resume or CV if/when you complete them. Remember to list the completion dates (month and year), and (if applicable) expiration dates.

Pharmacy Technician License

Georgia State Board of Pharmacy

Pharmacy Intern License

Georgia State Board of Pharmacy

Basic Life Support (BLS)/Cardiopulmonary Resuscitation (CPR) Certification

American Heart Association

Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) Certification

American Heart Association

Collaborative Institutional Training Initiative (CITI) Program Certification

CITI Program

Emergency Institute Introduction to the Incident Command System (ICS 100) for Healthcare/Hospitals

Federal Emergency Management Agency

Health Insurance Portability and Accountability Act (HIPAA) Privacy Training

Pharmacist's Letter/Therapeutic Research Center

Health Insurance Portability and Accountability Act (HIPAA) Security Training

Pharmacist's Letter/Therapeutic Research Center

Protecting Against Bloodborne Pathogens

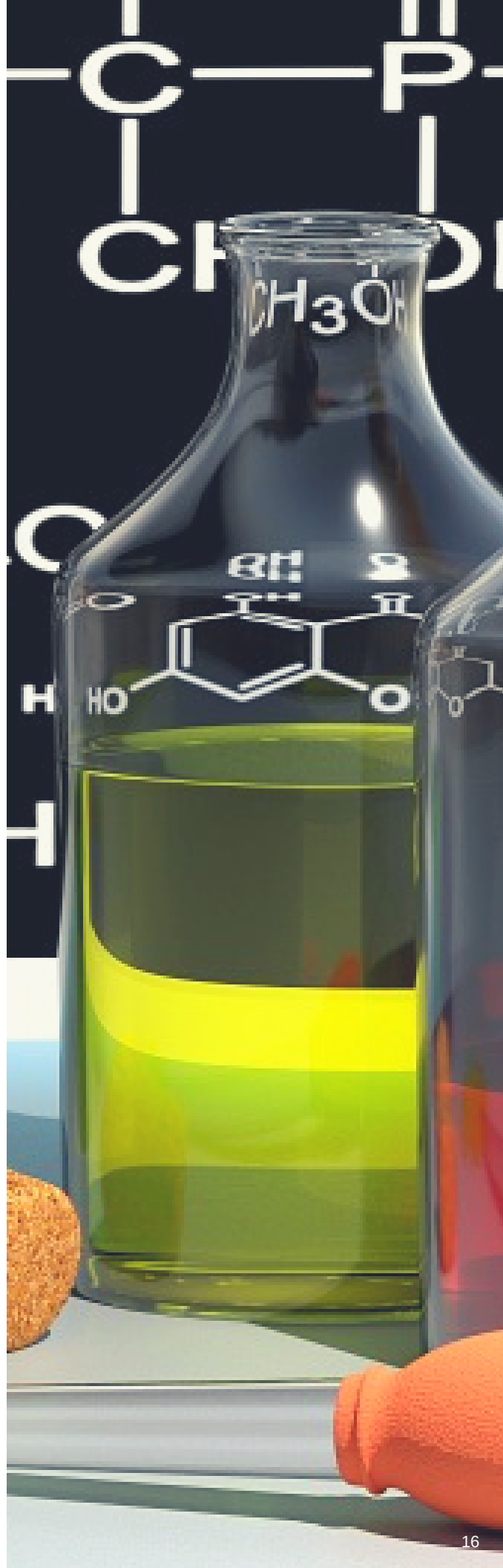
Pharmacist's Letter/Therapeutic Research Center
Occupational Safety and Health Administration (OSHA)

Pharmacy-Based Immunization Delivery

American Pharmacists Association

Sort, Assess, Life-saving Intervention, Treatment and/or Transport (SALT) Certification

Mass Casualty Triage Training
National Disaster Life Support Foundation



PROFESSIONAL ASSOCIATIONS & ORGANIZATIONS

Click the organization name
to visit their website.

Active membership
in an association or
organization can help
you develop
professionally and
help you build
relationships with
other pharmacists.

[Academy of Managed Care Pharmacy \(AMCP\)](#)

[Academy of Student Pharmacists \(APhA-ASP\)](#)

[Accreditation Council for Pharmacy Education \(ACPE\)](#)

[American Association of Colleges of Pharmacy \(AACP\)](#)

[American Association of Pharmaceutical Scientists \(AAPS\)](#)

[American College of Clinical Pharmacy \(ACCP\)](#)

[American Pharmacists Association \(APhA\)](#)

[American Society of Consultant Pharmacists \(ASCP\)](#)

[American Society of Health System Pharmacists \(ASHP\)](#)

[Georgia Pharmacists Association \(GPhA\)](#)

[Kappa Psi Pharmaceutical Fraternity](#)

[Lambda Kappa Sigma \(LKS\)](#)

[Phi Delta Chi](#)

[Phi Lambda Sigma \(PLS\)](#)

[Student National Pharmaceutical Association \(SNPhA\)](#)

American Association of Colleges of Pharmacy (AACP)

**American Association of Colleges of Pharmacy
Residency and Internship Opportunities (AACP)**

American Association of Pharmaceutical Scientists (AAPS)

American College of Clinical Pharmacy (ACCP)

American Pharmacists Association (APhA) Career Center

American Society of Health-System Pharmacists (ASHP)

CareerPharm (ASHP)

Pharmaceutical Journal Jobs

Click the name of the organization or the search engine to
search for jobs, internships, and residencies

**American Association of Colleges of Pharmacy Residency and
Internship Opportunities (AACP)**

**Directory of Residencies, Fellowships,
and Graduate Programs (ACCA)**

Online Residency Directory (ASHP)

**Postgraduate Pharmacy Training Program Directory
(APhA)**

Ace the Interview!

Before the Interview

Before your interview, research the position and the company or organization. If you have the interviewer's name and title, look them up as well (try using LinkedIn).

Confirm the date, time, and location of your interview. If you have to travel to an interview site, it may even be helpful to map out your route beforehand.

Plan your outfit; keep in mind that you wear business professional attire (think: suit).

Review interview questions types (see page???) and frequently asked questions (see page ???).

Participate in a mock interview, so you can receive feedback and improve upon your interview skills.

Prepare 3-5 questions to ask the interviewer(s).



During the Interview

To set a good tone for your interview, make sure you arrive early (at least 10-15 minutes). Give yourself time to catch your breath, use the restroom, and find your way around.

Relax, take a deep breath, and remember to be yourself in the interview. This is an opportunity to see if THEY are a fit for YOU, too.

Be aware of your non-verbal communication; body language and posture are important.

Keep a pen and paper handy so you can jot down notes during the interview.

Listen closely to the interviewers' questions, and be concise in your answers. It is okay to ask for clarification if you need it.

Be positive in your answers and attitudes; it is not appropriate to criticize former employers or colleagues.



After the Interview

Make sure you obtain contact information for your interviewer(s).

Write a thank you letter or email to the interviewer(s).

Reiterate your interest in the position, but include a personal detail from your interview, so you are memorable.

Identify pros and cons of the experience, and evaluate your performance. What did you think about the company? What did you think about the people? Can you see yourself doing this job? What were things you can improve upon for future interviews?

If you have not heard from the employer within the stated time frame, follow up with a phone call or email.



Phone Interviews

When it is time for your interview, select a quiet location. Make sure you minimize distractions.

Alert family and friends about your interview time, so you can minimize the number of calls or texts you receive during the interview.

Keep a copy of your resume/CV near you, along with any notes and questions you have.

Dress professionally and sit up straight during your interview; this will help you sound more confident and more alert.

Speak very clearly. Enunciate your words.

Just as a reminder, you should always maintain a professional voicemail message.

Video Interviews

Test your device or software, so you know how to use it for your interview.

Select a quiet location where you will not be disturbed by people or pets. Keep your phone on silent, but keep it near you in case of technical difficulties with the video call.

Dress professionally! The employer can see you so you should wear business professional attire.

Adjust your camera so your upper body is visible. Do not stare directly into the camera; it is appropriate to look at the computer screen instead.

TRADITIONAL QUESTIONS

Questions about your background, interests, and skills; assesses your experiences and your reasons for applying

To prepare: Know yourself, research the company, tailor your answers to fit the position/company

BEHAVIORAL QUESTIONS

Situational questions based on the premise that past behavior predicts future action
("Tell me about a time when...")

To prepare: Know and use the STAR method (see below)

CASE STUDY QUESTIONS

A problem that you must solve; the most important part is your analysis of the problem, not whether you've reached the correct answer

To prepare: Think out loud to share your thought process

SITUATIONAL

A hypothetical scenario you must solve

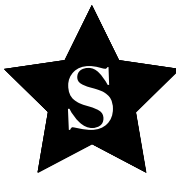
To prepare: Describe actions and steps you would take to solve the problem

CLINICAL

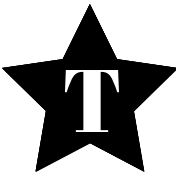
Questions related to clinical practice (may also be tied into behavioral, case study, or situational type of question.

To prepare: Pay attention in class, and study!

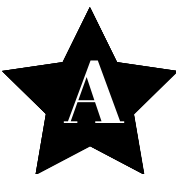
The STAR Method



- **SITUATION:** Provide background details and context (2-3 sentences)



- **TASK:** Describe the problem and the challenges that needed to be addressed



- **ACTION:** Explain what you did and how you did it



- **RESULT:** Explain the results and accomplishments of your actions

INTERVIEW QUESTIONS

Traditional Questions

- Tell me a little bit about yourself.
- Why are you interested in a career in pharmacy?
- What are your strengths, and what are your areas for improvement?
- What are your short and long-term professional goals?
- What do you do for fun?

Behavioral Questions

- Tell me about a time when you had a conflict with a colleague or supervisor. How did you resolve it?
- Give me an example of a time when you failed. What did you learn?
- Tell me about a time when you faced an ethical dilemma and how you handled it.
- Give me specific example of a time when you had to address an angry customer.

Case Study Questions

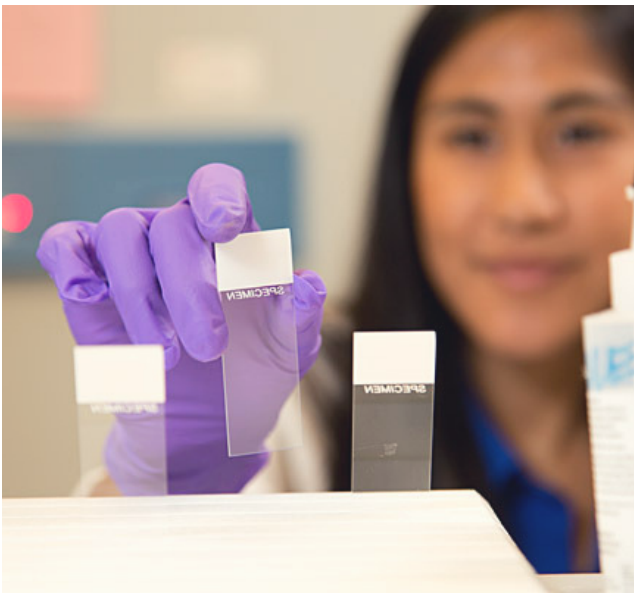
- What are some of the most important issues facing pharmacists currently and in the future?
- How does the pharmacist fit in as a member of patients' healthcare team?
- What are the greatest barriers to growth in the pharmacy industry today?

Situational Questions

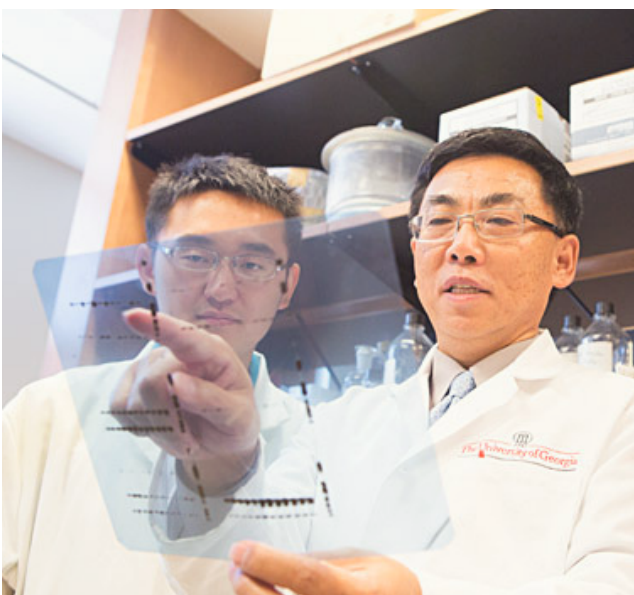
- What would you do if the priorities changed on a project you had been working on?
- What would you do if a team member or group member was not meeting expectations?
- What would you do if a customer came in saying that they had received fewer pills than their prescription called for?

Clinical Questions

- A patient comes in with hypotension. What do you do?
- Prioritize 3 clinical rotations you've completed.
- Tell me about your presentation/research on...
- You have a patient who has been on Lovenox and Warfarin for 5 days and they are still subtherapeutic. What would you recommend?



Here are some example interview questions. Be prepared to answer these types of questions.





Picture from the UGA Career Guide (2016, p. 44)

BUSINESS PROFESSIONAL

Suit Up!

Business professional is most appropriate for events like the Pharmacy Career Day. You should also wear business professional attire for any internship, job, or residency interviews.

Include these items in your business professional ensemble:

- Suits with matching pieces (pants or skirt) in a neutral color (black, grey, or navy are most appropriate)
- Dress shoes (including dress flats, low-heeled pumps, oxfords, or loafers)
- Simple accessories (avoid large or flashy pieces of jewelry or watches)
- Limited or no perfume/cologne

Dress for Success

Business casual is acceptable for Professional Dress days, at your practice sites, and for College of Pharmacy events like White Coat, the pinning ceremony, or even graduation.

For your business casual ensemble:

- Slacks, conservative skirts, or dresses
- Button down dress shirts or modest blouses
- Dress shoes (dress flats, low-heeled pumps, oxfords, or loafers)
- Lab coats are considered professional attire

Things to avoid for business casual dress:

- Denim, shorts, cargo shorts, carpenter pants, short skirts or dresses
- Tank tops, t-shirts, spaghetti straps, tube tops, halter tops, sports shirts
- Tennis shoes, sandals, work boots, or high-heels
- Athletic wear, hoodies, or pajamas

For more detailed expectations about business casual attire, please review the Dress Code policy in the Student Handbook.



Business Casual



Do you need help with...

Creating a resume or CV? Writing a cover letter?

Looking for jobs, internships, fellowships, or residencies?

Preparing for an interview?

Networking with employers? Salary negotiation?

...And any other career-related skills or abilities?

MAKE YOUR APPOINTMENT TODAY

CAREER SKILLS

HELP YOU GET JOBS



**UNIVERSITY OF
GEORGIA**
College of Pharmacy

Dr. Danielle Vitale

Director of Recruitment
and Career Development

706-542-5150 | daniv@uga.edu