



UNIVERSITY OF
GEORGIA
College of Pharmacy

Career Guide



THIRD EDITION

FIRST STEPS

Create and develop your
resume, CV, cover letter, and
letters of intent

CAREER DEVELOPMENT

Develop career literacy skills
like interviewing, networking,
and job search strategies

...AND MORE!

Now with even MORE
resources for your professional
development

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COVER LETTERS

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

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. Grab the reader’s attention with a strong opening sentence!

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. Use strong action words to illustrate qualifications, skills, and experiences.

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

WRITE LIKE A PRO

- Your cover letter should be one page.
- Keep your language concise and purposeful.
- Check for grammatical, spelling, or typographical errors in your letter, and have others read and proofread your letter.

"DESCRIBES YOUR INTENTIONS AND QUALIFICATIONS"

FORMAT

Your personal information: Format this the same as the personal/contact 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 an employer’s name, write either their title at the beginning (Dr. Eric Smith) or credentials at the end (Eric Smith, PharmD).

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: This contains the content of the letter (see box to the left).

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.

"WRITE ABOUT YOUR QUALIFICATIONS, SKILLS, AND EXPERIENCES USING STRONG ACTION VERBS"

Sample Cover Letter: P1 Student

SALLY PHARMA

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

September 1, 2025

Michael Johns, PharmD
Johns Pharmacy
789 Baxter Street
Athens, GA 30606

Dear Dr. Johns,

When I was seven years old, I got stung by a bee at a park. I did not know that I was allergic to the sting, but an EpiPen wound up saving my life that day. Since then, I have carried my epinephrine everywhere I go. I recognize the life-saving medicine that my doctors and pharmacists provide. That initial experience sparked my interest in medicine; as I became more interested in chemistry and biology, I learned how combinations of different compounds and chemicals could help heal and save lives. This interest led me to pursue my Doctor of Pharmacy degree at the University of Georgia. As a current first year student, I hope to obtain a Pharmacy Intern position at Johns Pharmacy to gain my first practical experiences in the field. I have been a patient there for many years, so I know first-hand the welcoming atmosphere from the engaging staff.

My past work experience has helped me develop some skills and qualities that are valuable in a pharmacy setting, including communication, teamwork, and time management. For the last three summers, I have worked at a summer camp, serving as a counselor to a group of twenty middle schoolers. My experience at the summer camp taught me the importance of communication—specifically the ability to communicate with different audiences, because how I would speak to my campers needed to be different from how I would talk to their parents. This experience will be useful when I am learning how to counsel patients from different backgrounds with different experience levels.

As an officer in the Pre-Pharmacy Society, I learned how to collaborate with others; teamwork was important when we were planning events for members, and helped prepare me for working collaboratively with a team in a pharmacy setting. Lastly, as a student leader, I was able to maintain a competitive GPA because I learned how to manage my time and priorities by effectively balancing academics with my other responsibilities. My ability to prioritize tasks and manage my time will be important in a fast-paced community environment like Johns Pharmacy.

I hope to provide patients at your pharmacy with the same care and compassion I myself have received as a patient there. I believe that my previous experiences have helped me develop skills that will be useful as an intern and as a future pharmacist. I will follow up in two weeks regarding my application. Thank you for taking the time to consider my application for the Pharmacy Intern position at your pharmacy.

Sincerely,



Sally Pharma
Doctor of Pharmacy Candidate
University of Georgia College of Pharmacy

Enclosed: Resume

Sample Cover Letter: P4 Student

Harry Dawg

1234 S. Main Street
Savannah, GA 31302
harrydawg@uga.edu

January 15, 2025

Dr. Chris Smith
Peachtree Hospital
54321 Peachtree Avenue
Atlanta, GA. 30301

Dear Dr. Smith,

While attending a College of Pharmacy event, I had the opportunity to learn more about the pharmacy and employment opportunities at Peachtree Hospital. I was struck by the hospital's mission to serve the community by providing optimal patient care, since it so closely aligns with my own personal values. My professional goal is to have a positive impact in the community where I live. It is through my previous experiences I have found my skills and strengths really thrive in the fast-paced environment of a healthcare system. Therefore, I am writing today to express my interest in a full-time pharmacist position in Emergency Medicine at Peachtree Hospital, an organization that has had a profound impact on my community, where I can practice in a fast-paced healthcare system.

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 APPE rotations and in my positions as a Pharmacy Intern at St. Joseph's/Candler Hospital in Savannah, GA and 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 work best in fast-paced environments, like a hospital setting. My experience in a retail setting has allowed me to develop excellent customer service and patient counseling 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 PharmD full time has taught me the importance of time management. I hope to continue to hone these skills, as well as develop many more, as an Emergency Medicine Pharmacist at Peachtree Hospital.

I also have experience as a leader. I am a member of the executive board for the organization RxPups - Student Society of Pediatric Advocates at the University of Georgia. As President of this organization, I provide intentional leadership for the organization, helping to set programmatic, professional, and educational goals for the year. I have developed relationships with my colleagues and expanded opportunities for members' professional development. I also have a keen interest in research, and have participated in clinical studies with 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 at Peachtree Hospital.

I am confident that the Emergency Medicine Pharmacist position at Peachtree Hospital would be a wonderful opportunity for me, and I hope that you feel I will be a good fit for the role. 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,



Harry Dawg
Doctor of Pharmacy Candidate, University of Georgia

LETTERS OF INTENT

Letters of intent, like a cover letter, are an expression of your intentions, and should accompany your CV when applying for residencies, fellowships, or when specifically requested.

This letter serves three purposes: expresses your interest in the opportunity, details your professional goals, and describes your qualifications.

PRO TIPS

- Research the specific residency or fellowship program and organization.
- Think about your professional goals...where do you see yourself in five years? In ten years? How will this opportunity help you to get there?
- Describe your qualifications, skills, and experiences and link them directly to the position description.
- Use strong action verbs to illustrate your qualifications, skills, and experiences.
- Your letter should be one page.

LETTER OF INTENT OUTLINE

Why are you pursuing this opportunity?

Why are you applying for this particular opportunity?

How will this opportunity help you achieve your professional goals?

- Future plans and goals

Why should you hire me?

- Highlight skills, experiences, and qualities
- Connect to the position description

And last...

- Refer to your enclosed documents
- Thank the reader

"DESCRIBES YOUR GOALS, INTENTIONS & QUALIFICATIONS"

FORMAT

Your personal information: Format this the same as the personal/contact 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 an employer's name, write either their title at the beginning (Dr. Eric Smith) or credentials at the end (Eric Smith, PharmD).

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: This contains the content of the letter (see box to the left).

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.

"LETTERS OF INTENT
FOCUS MORE ON YOUR
PROFESSIONAL GOALS
AND HOW THE
OPPORTUNITY WILL
HELP YOU ACHIEVE
THEM"

Sample Letter of Intent: P4 Student

Harry Dawg

1234 S. Main Street
Savannah, GA 31302
harrydawg@uga.edu

January 15, 2025

Dr. A.B. Adams
Residency Director
Peachtree Hospital
54321 Peachtree Avenue
Atlanta, GA. 30301

Dear Dr. Adams,

While attending the virtual American Society of Health-System Pharmacists (ASHP) Midyear Clinical Meeting, I had the opportunity to learn more about your residency program at Peachtree Hospital during an information session you and a few of your current residents hosted. 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. I hope to leverage the knowledge I learn through this residency program in my career as a pharmacist and future pediatric specialist.

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. My goal is to complete a general PGY1 residency at an acclaimed healthcare system, which will help me be a competitive candidate for a PGY2 residency in Pediatrics. From an early age, I have had a passion for working with young children. As a high school student, I became involved with the Boys and Girls Club, and I continued my involvement through my undergraduate career and throughout the Pharmacy program. My interest was so strong that when I entered the Doctor of Pharmacy program, I began exploring opportunities to learn more about pediatric pharmacy.

I am currently the President of the UGA chapter of RxPups – Student Society of Pediatric Advocates at the University of Georgia. As President of this organization, I provide intentional leadership for the organization, helping to set programmatic, professional, and educational goals for the year. I have developed relationships with my colleagues and expanded opportunities for members' professional development. Therefore, I was especially excited to hear about elective rotations in pediatrics in the PGY1 residency at Peachtree Hospital.

I have put my knowledge and skills into practice in my rotations and in my position as a Pharmacy Intern at both St. Joseph's/Candler Hospital in Savannah, GA and 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. 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 PharmD 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 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,



Harry Dawg
Doctor of Pharmacy Candidate, University of Georgia

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

HEADING

- Include name, 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/or current mailing 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. 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 23.

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. 20-21).
- 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**

Sample Resume: Format

NAME (14 pt - 16pt font, bold)

Street Address, City, State, Zip code

Professional email address

Phone number

EDUCATION

University of Georgia College of Pharmacy

Athens, GA

Doctor of Pharmacy Candidate

Month and year range

Anticipated Graduation Date

GPA (if above 3.0)/4.0

Undergraduate Institution

City, State

Pre-Pharmacy Coursework/Undergraduate Degree

Month and year range/Degree awarded

Major(s) and minor(s) (if applicable)

GPA (if above 3.0)/4.0

LICENSES & CERTIFICATIONS

State Board of Pharmacy

Month, year awarded

Pharmacy Intern License

License #

Accrediting Agency

Month, year awarded

License or certification

PROFESSIONAL/RELEVANT EXPERIENCE

Name of Company

City, State

Job Title

Month and year range

Supervisor

- This section should include your pharmacy or healthcare-related experience
- Include 2-3 bullet points that demonstrate the skills you gained and the responsibilities you had in the role; each bullet point should start with a strong action verb
- Be specific; quantify (using numbers, amounts, or percentages) whenever possible

INTRODUCTORY AND ADVANCED PHARMACY PRACTICE EXPERIENCES

Name of Company/Institution

City, State

Experience name

Month and year range

Preceptor

- Using your IPPE and APPE experiences on your resume can help add context to your professional preparation
- If you have limited space, you could add "selected" experiences to highlight ones that would be most relevant for the experience to which you're applying

ADDITIONAL EXPERIENCE

Name of Company

City, State

Job Title

Month and year range

Supervisor

- This section can include your work experience outside of pharmacy and healthcare
- A good guide to writing impactful statements is to use the following formula: Task + Skill + Quantity + Result/Purpose
- Each bullet point should start with a strong action verb

REFERENCES

Available upon request

Sample Resume: P1 Student

SALLY PHARMA

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

EDUCATION

Doctor of Pharmacy Candidate
University of Georgia College of Pharmacy
Athens, GA
Anticipated May 2025

August 2021 – Present

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

August 2018 – May 2021

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

May 2019 – July 2019

LICENSES & CERTIFICATIONS

Pharmacy Intern License
Georgia Board of Pharmacy

August 2021 – Present

*Cardiopulmonary Resuscitation (CPR)/Automated External
Defibrillator (AED) Certification*
American Heart Association

August 2021 – Present

WORK EXPERIENCE

Lead Summer Camp Counselor
Boys and Girls Summer Camp
Atlanta, GA
Supervisor: Adam Murphy

Summers 2017 – 2019

- Facilitated daily activities to educate and entertain campers
- Enforced camp policies and procedures to ensure campers were safe
- Collaborated with fellow counselors to provide an optimum experience for all campers
- Supervised counselors-in-training

LEADERSHIP & INVOLVEMENT

Kappa Kappa Gama
Pre-Pharmacy Professional Society

August 2018 – Present
August 2020 – May 2021

REFERENCES

Available upon request

Sample Resume: P4 Student

Harry Dawg

1234 S. Main Street
Savannah, GA 31302
harrydawg@uga.edu

EDUCATION

Doctor of Pharmacy Candidate

Present
University of Georgia College of Pharmacy
Anticipated graduation: April 2021
GPA: 3.87/4.0

August 2017 –

Athens, GA; Savannah, GA

Bachelor of Science, Chemistry

Georgia Southern University
Magna Cum Laude

August 2013 – May 2017
Statesboro, GA

SELECTED LICENSES & CERTIFICATIONS

Pharmacy Intern License

Georgia State Board of Pharmacy

October 2017 – Present

Health Insurance Portability and Accountability Act (HIPAA)

Privacy Training

CEImpact

September 2017

Pharmacy-based Immunization Delivery

American Pharmacists Association

September 2017

Basic Life Support, Cardiopulmonary Resuscitation (CPR),

Automatic External Defibrillator (AED) Certification

American Heart Association

August 2017

PROFESSIONAL EXPERIENCE

Pharmacy Intern

St. Joseph's/Candler Hospital
Pharmacy Manager: Miguel Valdez, PharmD, BCPS

June 2019 – Present
Savannah, GA

- Obtain medication histories for patients admitted into the Emergency Medicine department
- Provide medication recommendations to healthcare professionals, under the guidance of the departmental pharmacist

Pharmacy Intern

Kroger Co. Pharmacy
Pharmacy Manager: Janet Murphy, PharmD

October 2017 – May 2019
Athens, GA

- Counseled patients on prescription medications and provided OTC recommendations
- Communicated with patients, healthcare providers, and insurance representatives to ensure maximum patient outcomes

Pharmacy Technician

CVS Health
Pharmacy Manager: Angela Grey, PharmD

November 2015 – May 2017
Statesboro, GA

- Provided excellent customer service to patients, both in the store and in the drive-through
- Assisted pharmacist and pharmacy interns with tasks to maximize efficiency in the pharmacy

REFERENCES

Available upon request

what?

A CV represents an overview 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 career opportunities, including residencies, fellowships, honors or awards, internships, and professional positions.



CURRICULUM VITAE

- **Personal information:** Include name, address, phone, and professional email address. 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. 23 for a suggested list you may include once you've earned them.
- **Professional/work experience:** For each entry, include position title, company name, location, supervisor, and dates worked. You may want to include work responsibilities that start with strong action verbs (see pgs. 20-21). 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: Format

NAME (14 pt - 16pt font, bold)

Street Address, City, State, Zip code
Professional email address
Phone number

EDUCATION

University of Georgia College of Pharmacy Athens, GA
Doctor of Pharmacy Candidate Month and year range
Anticipated Graduation Date
GPA (if above 3.0)/4.0

Undergraduate Institution City, State
Pre-Pharmacy Coursework/Undergraduate Degree Month and year range/Degree awarded
Major(s) and minor(s) (if applicable)
GPA (if above 3.0)/4.0

LICENSES & CERTIFICATIONS

State Board of Pharmacy Month, year awarded
Pharmacy Intern License
License #

Accrediting Agency Month, year awarded
License or certification

PROFESSIONAL/RELEVANT EXPERIENCE

Name of Company City, State
Job Title Month and year range
Supervisor, Credentials

- This section should include your pharmacy or healthcare-related experience
- Include 2-3 bullet points that demonstrate the skills you gained and the responsibilities you had in the role; each bullet point should start with a strong action verb
- Be specific; quantify (using numbers, amounts, or percentages) whenever possible

INTRODUCTORY PHARMACY PRACTICE EXPERIENCES

Name of Company/Institution City, State
Experience name Month and year range
Preceptor, Credentials

- Using your IPPE and APPE experiences on your CV helps add context to your professional preparation
- Aim for two to three bullets for your IPPE and APPE sections

ADVANCED PHARMACY PRACTICE EXPERIENCES

COMPLETED
Name of Company City, State
Experience name Month and year range
Preceptor, Credentials

- One thing to remember about formatting is that you don't want to split up information
- If an entry goes on to the next page, move the whole entry to the next page

Sample CV: Format (page 2)

TO BE COMPLETED

Name of Company

City, State

Experience name

Month and year range

Preceptor, Credentials

- Since you'll know where you are completing your rotations for the whole year, you can add the APPEs that are still to be completed
- You can move each experience up to the completed section when you have finished that rotation

ADDITIONAL WORK EXPERIENCE

Name of Company

City, State

Job Title

Month and year range

Supervisor

- This section can include your work experience outside of pharmacy and healthcare
- A good guide to writing impactful statements is to use the following formula: Task + Skill + Quantity + Result/Purpose
- Each bullet point should start with a strong action verb

POSTER PRESENTATIONS

YourLastName FirstInitial, LastName (co-presenter) FI. Title of Poster. Student Poster Presentation. Meeting name. City, State. Month Day, Year.

PROFESSIONAL PRESENTATIONS

Title of Presentation. Type of presentation and audience. City, State. Month Day, Year.

PUBLICATIONS

YourLastName FirstInitial MiddleInitial. Title of article. Accepted Abbreviation of Journal Title. Year; vol (issue No.): page number/s. doi.(if available). [Note: Skip any part that does not exist (such as page numbers, volume, or issue)].

PROFESSIONAL AND LEADERSHIP ACTIVITIES

Name of Organization

Month and year range

- Leadership role (Month and year range of role)
 - To avoid duplicating entries, create one section for all of your leadership and professional activities
 - If you have a leadership role, you provide one or two bullets for context
- Committee involvement
- Conferences attended (Month and year)

HONORS AND AWARDS

Award Name

Month and year

Scholarships can go here too

Month and year

COMMUNITY SERVICE

Organization Name and/or Activity

Month and year range

REFERENCES

Available upon request

Your Last Name, page #

Sample CV: P4 Student

Harry Dawg

1234 S. Main Street
Savannah, GA 31302
harrydawg@uga.edu

EDUCATION

Doctor of Pharmacy Candidate

University of Georgia College of Pharmacy
Anticipated graduation: April 2021
GPA: 3.87/4.0

August 2017 – Present
Athens, GA; Savannah, GA

Bachelor of Science, Chemistry

Georgia Southern University
Magna Cum Laude

August 2013 – May 2017
Statesboro, GA

LICENSES & CERTIFICATIONS

Pharmacy Intern License

Georgia State Board of Pharmacy

October 2017 – Present

Health Insurance Portability and Accountability Act (HIPPA) Security Training

Pharmacist's Letter Therapeutic Research Center

December 2017

Protection Against Bloodborne Pathogens

Occupational Safety and Health Administration (OSHA)

November 2017

Sort, Assess, Life-Saving Intervention, Treatment, and/or Transport (SALT) Training

National Disaster Life Support Foundation

November 2017

Pharmacy-Based Immunization Delivery

The American Pharmacists Association (APhA)

September 2017

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

Federal Emergency Management Agency (FEMA)

August 2017

Cardiopulmonary Resuscitation (CPR)/

Automatic External Defibrillator (AED) Certification

American Heart Association

August 2017

PROFESSIONAL EXPERIENCE

Pharmacy Intern

St. Joseph/Candler Hospital

June 2019 – Present
Savannah, GA

Pharmacy Manager: Miguel Valdez, PharmD, BCPS

- Obtain medication histories for patients admitted into the Emergency Medicine department
- Collaborate with pharmacist to provide medication recommendations to healthcare professionals

Sample CV: P4 Student (page 2)

Pharmacy Intern

Kroger Co. Pharmacy

Pharmacy Manager: Janet Murphy, PharmD

- Counseled patients on prescription medications and provided OTC recommendations
- Communicated with patients, healthcare providers, and insurance representatives to ensure maximum patient outcomes

October 2017 – May 2019

Athens, GA

Pharmacy Technician

CVS Health

Pharmacy Manager: Angela Grey, PharmD

- Provided excellent customer service to patients, both in the store and in the drive-through
- Assisted pharmacist and pharmacy interns with tasks to maximize efficiency in the pharmacy

November 2015 – May 2017

Statesboro, GA

ADVANCED PHARMACY PRACTICE EXPERIENCES (APPEs)

COMPLETED

Community

Publix Pharmacy

Preceptor: Lawrence Stern, PharmD

May 2020 – June 2020

Savannah, GA

Acute Care Medicine

St. Joseph/Candler Hospital

Preceptor: Edward McIntyre, PharmD

June 2020 – July 2020

Savannah, GA

Outpatient Ambulatory Care

Hinesville VA Clinic

Preceptor: Gail Jones, PharmD

August 2020 – September 2020

Hinesville, GA

Acute Specialty Care Critical Care

St. Joseph/Candler Hospital

Preceptor: Ian Fraser, PharmD

September 2020 – October 2020

Savannah, GA

Acute Specialty Care Pulmonology

St. Joseph/Candler Hospital

Preceptor: James Malcolm, PharmD

October 2020 – November 2020

Savannah, GA

Acute Specialty Care Infectious Disease

St. Joseph/Candler Hospital

Preceptor: Elizabeth Beauchamp, PharmD

November 2020 – December 2020

Savannah, GA

TO BE COMPLETED

Institutional

St. Joseph/Candler Hospital

Preceptor: Frank Germane, PharmD

January 2021 – February 2021

Savannah, GA

Academic

University of Georgia College of Pharmacy Savannah, GA

Preceptor: Sarai Singh, PharmD

March 2021 – April 2021

Sample CV: P4 Student (page 3)

INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (IPPEs)

Health System II

St. Mary's Health Care System

Preceptor: Amanda Janes, PharmD

May 2019

Athens, GA

Health System I

Piedmont Athens Regional Medical Center

Preceptor: Sam Randall, PharmD

April 2019

Athens, GA

Mercy Refill Clinic

Mercy Clinic

Preceptor: Mekhi Moritz, PharmD

January 2019

Athens, GA

Flu Clinic

University of Georgia College of Pharmacy

Preceptor: Ashley Hannings, PharmD, BCACP,

November 2018

Athens, GA

Community Pharmacy

Walmart Pharmacy

Preceptor: Mae Lin, PharmD

May 2018

Athens, GA

Legislative Advocacy – Georgia Pharmacy Association (GPhA) Day at the Dome

Georgia State Capitol

Preceptor: Kay Brooks, M.Ed., R.Ph.

February 2018

Atlanta, GA

Disaster Preparedness Simulation

University of Georgia College of Pharmacy

Preceptor: Trina Von Waldner, Pharm.D.

November 2017

Athens, GA

PROFESSIONAL PRESENTATIONS

Using Synthroid and Metformin in Women with Hashimoto's Disease. PHRM 5920 Clinical Seminar Presentation to Peers and Faculty. Savannah, GA. January 19, 2021.

Dawg, H. Smith, J, Singh, K. Optimal Treatment Options for Women with PCOS. Student Poster Presentation. 2020. ASHP Midyear Clinical Meeting. Virtual. December 6, 2020.

AWARDS AND HONORS

Rho Chi Honor Society

UGA College of Pharmacy Dean's List

Zell Miller Scholarship

August 2018 – Present

Fall 2017, Spring 2018, Spring 2019 – Fall 2021

August 2013 – May 2017

Sample CV: P4 Student (page 4)

LEADERSHIP AND PROFESSIONAL INVOLVEMENT

Senior Legacy Committee – UGA College of Pharmacy	August 2020 – Present
RxPups - Student Society of Pediatric Associates	August 2017 – Present
◦ President (2020 – Present)	
◦ Vice President (2019 – 2020)	
American Pharmacist Association – Academy of Student Pharmacists (APhA-ASP)	August 2017 – Present
◦ Member	
UGA College of Pharmacy Office of Student Affairs	September 2017 – May 2019
◦ Student Ambassador	

COMMUNITY INVOLVEMENT

Big Brothers Big Sisters	January 2015 – Present
◦ Volunteered as a Big Brother at three different locations: Statesboro, GA; Athens, GA; and Savannah, GA	
Pharmtoberfest	2018 – 2020
◦ APhA-ASP booth	
◦ Student Ambassador volunteer	
Athens Food Bank	November 2018

REFERENCES

Available upon request

Figure out your purpose for writing a resume or CV. 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.

There are countless ways to format your resume, but the number one rule is to be consistent (for formatting suggestions, see examples in this Career Guide).

Be consistent: with formatting (including font size and type), spacing, the order of information, and the kind of information you include. 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.

Dates and entries should be listed in reverse chronological order (meaning, the most recent at the top of each section).

Keep page length in mind. Resumes should be 1 page. CVs can often be multiple pages in length.

Avoid templates; they are hard to update and customize. If you find one you like, recreate it yourself.

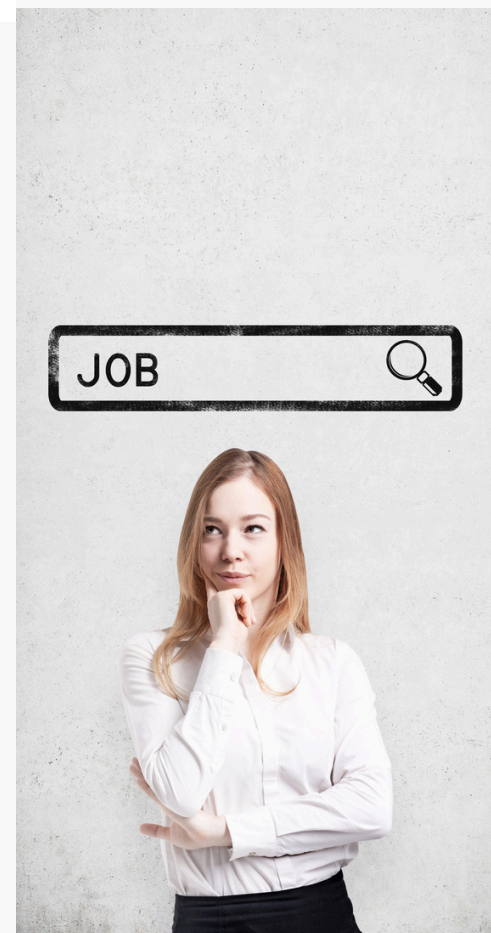
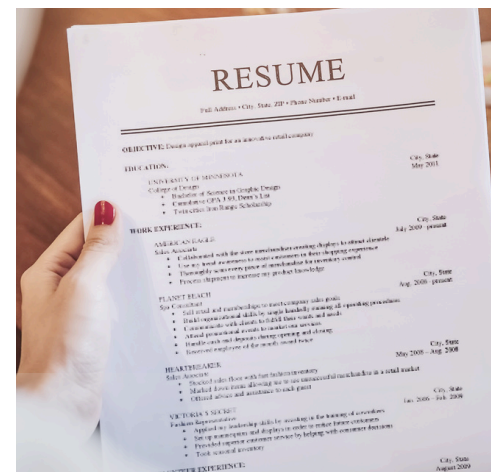
Get rid of high school information, including education and involvement. However, work experience from high school may be relevant. Use your best judgement.

Avoid pronouns (I, me, we, etc.) in descriptions of 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!



RESUME & CV PRO TIPS

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

FIND A MENTOR

FOR PROFESSIONAL DEVELOPMENT

A mentor is someone who can support you and guide you on your personal and professional journey. Mentors can be teachers, advisors, supervisors, or colleagues.

Students at the University of Georgia and in the College of Pharmacy have different options for mentorship. In addition to the formal programs presented here, you might find a mentor relationship develop naturally with a role model or someone you admire. Finding a mentor is about finding the best fit for you!



Mentor Program UNIVERSITY OF GEORGIA

WHAT: Personalized mentor experience based on your interests, educational background, goals, and career objectives

WHO: For students of all levels, connected with UGA faculty, staff, and alumni

WHEN: 16 week commitment (1-2 hours per month)

HOW: [Click here to read more information and to create your online profile.](#)

Rho Chi Mentor Program

WHAT: Provides guidance to P1, P2, and P3 students with the intention of raising grades, reducing stress levels, and improving student retention

WHO: PharmD students in their P1, P2, or P3 year

HOW: Interested students can apply at the beginning of each academic year; look out for information via class listservs

Regional and National Professional Organizations & Associations

WHAT: Professional organizations at the regional or national levels provide opportunities for mentorship within the organization (for example, GSHP or APhA)

WHO: For student members, connected with members of the professional organization

HOW: For more information about these regional and national mentorship programs, visit the organization or association website

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

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

CEImpact

Protecting Against Bloodborne Pathogens

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

Mental Health First Aid Certification

National Council for Behavioral Health

USPHS-Rx for Change: Tobacco Cessation Training Program

United States Public Health Service

Screening, Brief Intervention, and Referral to Treatment for Substance Abuse (SBIRT) Certification

University of Missouri-Kansas City





NATIONAL & REGIONAL PROFESSIONAL ASSOCIATIONS & ORGANIZATIONS

Click the organization name
to visit their website.

Active membership in
an association or
organization can
develop you
professionally and
help you build
relationships with
other pharmacists.
Here's a selection of
national and regional
organizations.



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

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

[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 \(ASHP\)](#)

[Christian Pharmacists Fellowship International \(CPFI\)](#)

[College of Psychiatric and Neurologic Pharmacists \(CPNP\)](#)

[Industry Pharmacists Organization \(IPhO\)](#)

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

[Georgia Society of Health-System Pharmacists \(GSHP\)](#)

[Kappa Psi Pharmaceutical Fraternity](#)

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

[Phi Delta Chi](#)

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

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

Finding Career Opportunities

Here are some resources for finding career opportunities, whether it's a part-time job, internship, residency, fellowship, or full-time employment



JOB RX

Job board that caters to pharmacists, pharmacy technicians, pharmacy students, and interns who are interested in career development and job enhancement



BLIMP CAREERS

Online career website, including career opportunities, whose aim is to help individuals from underrepresented backgrounds find employment in biotech, biopharma, and life sciences careers



PROFESSIONAL ORGANIZATIONS

Many professional organizations connect students to career opportunities, including American Pharmacists Association, American Society of Health System Pharmacists, and American Association of Pharmaceutical Scientists, among others



TRADITIONAL JOB BOARD SITES

Employment websites host job opportunities and position announcements, in all fields; a few popular examples include:

- Monster
- Indeed
- GlassDoor



GOVERNMENT JOBS

For those interested in working for the US/Federal Government



LINKEDIN

Not just a social networking site to connect with other professionals, you can use the site to search for career opportunities by title, city/state, and more



GOOGLE

An obvious choice, but you can use Google to search for jobs, and you can set up daily, weekly, or monthly email notifications for opportunities that match your criteria



HR WEBSITES

Individual companies and organizations may host their available opportunities on their career/jobs boards or HR site

[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

[Directory of Residencies, Fellowships,
and Graduate Programs \(ACCP\)](#)

[Online Residency Directory \(ASHP\)](#)

[Postgraduate Pharmacy Training Program Directory
\(APhA\)](#)

[Residencies and Fellowships
\(AMCP\)](#)

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 you should wear business professional attire (think: suit).

Review interview questions types and frequently asked questions (see pages 29-30). Participate in a mock interview or use **Big 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, arrive early (at least 10-15 minutes). Give yourself time to catch your breath, use the restroom, and find your way around.

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. You do not need to stare directly into the camera; it is appropriate to look at the computer screen instead.

Make sure your environment is conducive to the interview, including lighting and background noise.

Preparing for Questions

SITUATIONAL

A hypothetical scenario you must solve

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

SAMPLE 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

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 page 30)

SAMPLE 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

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

SAMPLE 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

A hypothetical scenario you must solve

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

SAMPLE 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 did not receive the correct amount of pills in their prescription?

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!

SAMPLE 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?

The STAR Method

The STAR Method is a structured approach to answering interview questions that require you to provide examples (like Behavioral Questions).

It can also help you frame your responses to situational or case-based questions.

Situation: provide background details and context (2-3 sentences)

Task: describe the problem and the challenges that needed to be addressed (2-3 sentences)

Action: explain what you did and how you did it (3-4 sentences)

Result: explain results and accomplishments of your actions (2-3 sentences)

BUSINESS PROFESSIONAL

Suit Up!

Student Tip

SGA's Professional Clothing Closet provides free professional clothing. As a UGA student, you have access to one free professional outfit per academic year. For more information, visit their [ONLINE SHOP.](#)

Business professional attire includes suits and dress shirts, generally in neutral tones. Business professional is most appropriate for events like the the UGA Career Fair. 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, skirts, or dresses
- Button down dress shirts or 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.

College of Pharmacy Zoom Booth

Have a Zoom or phone interview while on campus? It is a sound-proof booth that allows you to minimize distractions for a professional interview.

Check out the Zoom booth in the KLC in Pharmacy South.



Professional Photo Booth

Free, self-service photo booth
for professional headshots.
No appointment necessary.

Clark Howell Hall
2nd Floor

Professional Clothing Closet

Each UGA student is eligible for one free professional outfit per academic year. The PCC is sponsored by SGA.

[Click here for more information.](#)



- Individual and group counseling
- Career coaching
- Consultations for resumes, CVs, cover letters, & personal statements
- Financial planning
- Virtual & extended office hours

Career Development Coaching

- Career Readiness Program
- Seminar Series
- Career Pathways programs
- Career mentoring
- Mock interviews
- Networking activities
- Employer Spotlights
- Financial literacy
- Career Opportunities in Pharmacy (PHRM 3500)

Career Experiences & Education

Career Development



UNIVERSITY OF
GEORGIA
College of Pharmacy

Employer Relations

- [Employment Opportunity Submissions](#)
- [Employer Guide](#)
- Presentation & networking opportunities
- UGA Career Fair
- [Handshake](#)

Career Development Resources

- [Career Development Resource Library](#)
- Career Opportunities Digest
- Zoom Booth
- UGA COP Career Guide

For questions or appointments,
contact Dr. Danielle Vitale (daniv@uga.edu)

