

RESOURCES

ACADEMIC RESOURCES

Advising/Counseling Resources

There are many advising resources available to students within the College and the University.

For advising regarding a specific course, students should contact their instructor and/or teaching assistant. Faculty holds office hours or can be reached by e-mail in most cases.

Faculty advisors are also an important resource. All students are assigned a faculty advisor and are strongly encouraged to meet with him/her at least once a quarter. Faculty advisors are excellent resources when a student wants to discuss course selection, course content and career planning issues. If a good relationship is developed, the faculty advisor can often be helpful as a student prepares to graduate and begins the job-search process (e.g., written recommendations).

In addition, the academic counselors in Student Affairs regularly meets with students. They can be most helpful when a student has a question/problem regarding procedures or another University office, what courses are needed for graduation, records, procedural assistance (e.g., adding or dropping courses), or where to go to get information. Student Affairs may refer students to faculty, other University offices, or outside resources.

Learning, Study Skills, and Tutoring Resources

Department Tutorial Services: Various departments offer access to tutors for their courses. Fees for services, if any, are determined by the individual departments or tutors. Contact department advising or administrative offices for additional details.

Education Policy and Leadership (EDUPL) 259: This is a five-credit-hour graded course focusing on study skills and academic success, offered each quarter by staff at the Walter E. Dennis Learning Center. Call 688-4011 or visit www.dennislearningcenter.osu.edu.

Math/Stats Learning Center: Offers free support including tutoring in multiple campus locations, online resources, practice exams and workshops. Call 292-3952 or visit www.mslc.ohio-state.edu/about.

Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue: Offers assistance and testing resources for students with documented disabilities. Call 292-3307, TDD: 292-0901 or visit www.ods.ohio-state.edu for more information.

Office of Minority Affairs Tutorial Program, 190 N. Oval Mall, 102 Bricker: Provides mentoring, academic support, advocacy, and overall advising to minorities. Call 292-8732 or visit <http://oma.osu.edu>.

The Writing Center, S. Oval Mall, 485 Mendenhall Lab: Offers free writing help on research, reports, dissertations, resumes, and more. Call 688-5865 or visit www.cstw.osu.edu/writingcenter.

Walter E. Dennis Learning Center, 250 Younkin Success Center, 1640 Neil Avenue: Provides students with free online and in-person learning assistance on study skills, time management, motivation, and test-taking among other topics. Call 688-4011 or visit www.dennislearningcenter.osu.edu.

PERSONAL ISSUES RESOURCES

On Campus

Please note: Student Affairs welcome the opportunity to meet with students on any personal matter and can be most helpful in finding the best support contacts for students. In addition, the following are also resources for students to turn to.

Child Care Center: Provides quality childcare for University families. Call 292-4453 or visit www.hr.osu.edu/childcare.

Counseling and Consultation Services (CCS), 250 Younkin Success Center, 1640 Neil Avenue, 4th fl: Offers counseling services for students and their spouses on personal, academic, and career concerns. Call 292-5766 or visit www.ccs.ohio-state.edu.

Gay, Lesbian, Bisexual & Transgender Student Services: Provides support, advocacy, and programming for GLBT students, staff, and faculty at Ohio State University. Call 688-8449 or visit <http://multiculturalcenter.osu.edu>.

Multicultural Center: Office specializes in the needs of students from all backgrounds and sexual orientations. Call 688-8449 or visit <http://multiculturalcenter.osu.edu>.

Office of Information Technology (OIT), 025 Central Classroom Building, 2009 Milliken Rd: Handles questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics. Call 688-HELP (4357) or visit www.oit.osu.edu.

Office of International Affairs, 300 Oxley Hall, 1712 Neil Avenue: Provides assistance to international students relating to immigration, visa regulations, the English Conversation Partners Program, and other programs. Students also work with OIA on study abroad opportunities. Call 292-6101 or visit www.oie.ohio-state.edu.

Office of Minority Affairs, 190 N. Oval Mal, 102 Bricker: Provides mentoring, academic support, advocacy, and overall advising to minorities. Call 292-4355 or visit www.oma.osu.edu.

Office of Student Judicial Affairs, 33 West 11th Avenue, Room 115: Administers the Code of Student Conduct, protects student rights, and fosters a safe and secure educational environment. Call 292-0748 or visit <http://sja.osu.edu>.

Off-Campus Student Services, 15 E. 15th Avenue: Programs and services to meet the needs of off-campus and commuter students and to address the needs of persons wishing to live and engage in the University District and local community. Call 292-0100 or visit www.offcampus.osu.edu.

Student Advocacy Center: Answers students' questions, directs students to appropriate departments, gives students general guidance on university policies and procedures. Call 292-1111 or visit <http://studentaffairs.osu.edu/advocacy>.

Student Wellness Center, B130 RPAC, 337 W 17th Ave: Provides general wellness information regarding sexuality, health topics, and finances, as well as abuse of alcohol, tobacco and drugs. Call 292-4527 or visit www.swc.osu.edu.

Women Student Services: Provides services, resources, support, mentoring, networking, research opportunities, academic initiatives, and programs that address issues for women. Call 688-8449 or visit <http://multiculturalcenter.osu.edu>.

Off Campus

AL-ANON/ALATEEN, 1561 Old Leonard Avenue: Provides support to those affected by someone else's drinking. Call 253-2701 or visit www.ohioal-anon.org.

Alcohol and Drug Abuse Program, Columbus Health Dept., 240 Parsons Avenue: Provides alcohol and other drug abuse prevention, intervention and outpatient treatment services. Call 645-7306 or visit www.publichealth.columbus.gov/programs.

Alcoholics Anonymous, 1561 Old Leonard Avenue: Reaches out to the alcoholics by providing information about recovery programs, local meeting schedules, services, and special events. Call 253-8501 or visit www.aacentralohio.org.

American Heart Association, 5455 North High Street: Portal for information, tools and resources about cardiovascular disease and stroke. Call 848-6676 or visit <http://americanheart.org>.

American Red Cross of Greater Columbus, 995 East Broad Street: Provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. Call the general line at 253-2740, for health and safety issues call 251-1444, and for disaster services call 251-1443 or visit <http://columbus.redcross.org>.

Columbus AIDS Task Force, 1751 East Long Street: Provides services, educational programs, and HIV testing. Call 299-2437 or visit www.catf.net.

Compdrug, 547 E. 11th Avenue: Largest comprehensive organization in Ohio offering prevention, intervention and treatment for substance abusers. Call 224-4506 or visit www.compdrug.org.

Drug Abuse Addiction Information and Treatment, "Focus on Recovery Help Line": Call 1-800-374-2800.

First Link, 195 N. Grant Avenue: Access to 5,000 different nonprofit and government programs, health care resources, self-help, and support groups available in Franklin County with 24 hr. referral service. Call 211 or 221-6766 or visit www.firstlink.org.

Ohio Pharmacists Association, 2155 Riverside Drive: Current pharmacy news, continuing education opportunities, OPA activities and links to pharmacy resources. Call 586-1497 or visit www.ohiopharmacists.org.

Rape Help Line (24 hours), Sexual Assault Response Network of Central Ohio (SARNCO): Call 267-7020.

Suicide Prevention Hotline (24 hours): Call 221-5445 or visit <http://geocities.com/suicidehotlinecolumbus>.

EMPLOYMENT RESOURCES

Career Placement Services

The College of Pharmacy's Career and Placement Services can be a valuable resource for you as you plan your professional career and begin the job search process. These services are offered through Student Affairs and include: (1) assistance with career planning; (2) resources on careers and job placement; (3) postings of available positions; (4) scheduling of interviews with recruiters; and (5) related workshops. Resources include:

- Careers and Placement Services web site including job and residency postings, employment interview schedules, and other resources for students.
- Workshop series including resume and interview skills, portfolio development, corporate etiquette, residency programs, and other resources for students.

Additionally, the university provides on- and off- campus career resources through *Career Connection, 250 Younkin Success Center, 1640 Neil Avenue*. Services are offered to all students to help them in the career decision making process. Call 688-3898 or visit www.careerconnection.osu.edu.

Resume, Curriculum Vitae, Interview, and Professional Portfolio Workshop

Resume, curriculum vitae (CV), interview and professional portfolio workshops are conducted periodically by Student Affairs. Outlines for these workshops are provided in the sections to follow. Individual assistance as well as sample resumes from previous students can also be obtained from Student Affairs, 150 Parks Hall.

Career Fair

The annual Career Fair is hosted by the APhA Academy of Student Pharmacists with support from AMCP, SNPhA, and SSHP. Potential employers from community, institutional, and managed-care pharmacy practice settings, as well as those from the pharmaceutical industry and government sectors, are represented. Students are encouraged to dress professionally and visit employer exhibits as a component of your career development, as well as employment decision-making process.

Residency Fairs

The Student Society of Health-System Pharmacists periodically conducts residency fairs in the College involving residency preceptors from the local area. The Ohio Society of Health-System Pharmacists also offers an annual state-wide residency fair.

Job and Residency Postings by the College

Part- and full-time intern or pharmacist and residency positions that are reported to the College are posted on the College web site at www.pharmacy.ohio-state.edu. Additional information on residencies and the ASHP Matching Program is available in Student Affairs or can be accessed via the ASHP web site at www.ashp.org.

Web Sites

Pharmacy Career Web Sites

- <http://www.careerpharm.com/> - From the American society of Health System Pharmacists, this web site gives guidance on resumes, CVs, cover letters and preparing for interviews.
- <http://www.bestsampleresume.com/pharmacist-resumes.html> – Contains sample resumes for pharmacists and pharmacy techs.
- <http://www.bestcoverletters.com/cover-letters/Pharmaceuticals>
- http://Creighton.edu/fileadmin/user/CareerCenter/docs/Chronological_Resume_10.pdf – From the career center at Creighton University, sample chronological resumes.
- <http://depts..washington.edu/pharmopp/pdf/CVinfo.pdf> – From University of Washington School of Pharmacy.
- <http://depts..washington.edu/pharmopp/pdf/coverinfo.pdf> – information about how to create a professional resume, CV, and cover letter.

Pharmacy Job Postings

- <http://www.pharmacypostings.com/>
- http://www.healthcareers.com/site_templates/apha/index.asp?aff=apha&apld=apha – APhA career center web site.
- <http://www.pharmacyjobcenter.com/>

General Employment Postings and Related Topics

- <http://www.careerbuilder.com/> -
- www.jobweb.com – From the National Association of Colleges and Employers (NACE).
- www.monster.com
- <http://www.pohly.com/articles.html> – Pam Pohly's Net Guide.
- www.renselaer.edu/dept/lc/writecenter/web/resume.html
- www.rileyguide.com/eresume.html - The Riley Guide
- www.eresumes.com

Biological Sciences/Pharmacy Library

The Biological Sciences/Pharmacy Library at 102 Riffe maintains a number of reference materials pertaining to resumes, curriculum vitae, cover letters, portfolios and interview preparation. (Many of these are listed in this section of the manual.) The Internet is also an excellent source of information relating to specific companies.

A sampling of books available at the Health Sciences Library:

- Reinders, T.P. (2006). The pharmacy professional's guide to resumes, CVs, and interviewing. Washington, DC: APhA. [Reference & Reserve RS122.5 R45 2006]. Provides chapters on resumes and CVs (with samples), interviewing (with sample questions), various letters, and supplementary information sources. This is an excellent resource specifically for pharmacy students. You may wish to consider purchasing this book from APhA (<http://www.aphanet.org/>).
- Wendleton, K. (1997). Building a great resume. New York: Five O'Clock Books. [HF5383, W46]. Provides chapters on resumes for different types of job searches (e.g., executive, those making a career change, higher- & lower-level professionals).
- Wendleton, K. (1993). Through the Brick Wall: Resume builder for job hunters and career changers. New York: Five O'Clock Books. [Reference HF5383, W42]. Provides resume case studies and checklists.
- Washington, T. (1996). Resume Power: Selling yourself on paper. Bellevue, WA: Mount Vernon Press. [Reference HF5383, W316]. Provides three sections: Creating a high impact resume, finding the job that's right for you, and appendices.
- Tysinger, J.W. (1999). Resumes and personal statements for health professionals. Tucson, AZ: Galen Press. [Reference HF5383, T96]. Provides forms for gathering resume information, examples of health profession resumes, a step-by-step plan for writing a personal statement, and a section on cover and thank you letters.
- McDaniels, C. (1997). Developing a professional vita or resume. Chicago, IL: Ferguson Publishing Co. [Reference HF5383, M18]. Provides information on producing an electronic resume, a formal vita/resume checklist, and professional portfolio worksheets.
- Kaplan, R.M. (1997). Resume shortcuts. Manassas Park, VA: Impact Publications. Reference HF5383, K367]. Provides "experience grabbers" and a section on electronic resumes.
- Rosenberg, A.D. (1997). The resume handbook. Holbrook, MA: Adams Media Corp. [Reference HF5383, R523]. Provides basic principles for resume and cover letter writing, and examples of best and worst resumes.
- Garter, R.N. (1997) How to get that job! Greenport, NY: Pilot Books. [Reference HF5383, G58]. Provides a brief survey of job searching, resumes, cover letters and interviews.
- Augustine, T & Circio, R. (1996). How hard are you knocking? Akron, OH: Oakhill Press. [HF5383, A86]. Provides a guide for opening corporate doors, including interview skills and post-interview follow-up.
- Segall, A.L. (1995). Beyond blue suits and resumes. Shaker Heights, OH: York Publishing Co. [Reference HF5382.7, S444]. Provides sections on self-assessment, networking, resumes, letters, and negotiating compensation.
- Sitzman, M., & Garcia, R. (1983). Successful interviewing. Lincolnwood, IL: National Textbook Co. [HF5549.5, I6 S55]. Includes appendices containing letters of inquiry, acceptance and rejection letters and sample resumes.
- Pell, A. P. (1982). How to sell yourself on an interview. New York: Monarch Press. [HF5549.5, I6 P44]. Good listing of illegal interview questions, questions likely to be asked, and questions you should and should not ask as an interviewee.

- Biegeleisen, J. I. (1994). *Make your job interview a success* (4th edition). New York: ARCO Publishing Co. [HF5383, I6 B5]. Lists 11 cardinal rules for a successful interview and 63 guaranteed ways to muffle an interview. Provides a “shopping list” of benefits and perks and current antidiscrimination laws pertaining to employment.
- Krannich C.R. & Krannich R.L. (1998) *Interview for Success: A Practical Guide to Increasing Job Interviews, Offers and Salaries*. [Reference HF5549.5 I6 K72]. Offers specific advice for the nervous interviewee.
- Drake, J.D. (1997) *The Perfect Interview: How to Get the Job You Really Want* [Reference HF5549.5 I6 D74 1997]. Supplies answers to 20 of the toughest questions interviewers ask and suggestions on preparing for the interview.
- Faux, M. (1995). *The complete resume guide* (5th edition). New York: Macmillan, Inc. [Reference HF5383, F34].
- Corbin, B. & Wright, S. (1993). *The edge resume and job search strategy*. Carmel, IN: UN Communications, Inc. [HF5383, C64]. Contains 30 full color samples of innovative resumes and cover letters.
- Anon. (1996). *Resumes for college students and recent graduates*. Lincolnwood, IL: VGM Career Horizons. [HF5383, R484]. Provides sample resumes and cover letters.
- Kimeldorf, M. (1997). *Portfolio power: The new way to showcase all your job skills and experiences*. Princeton, NJ: Peterson's. [Reference HF5383, K4815]. Describes the construction of a professional portfolio and includes appendices with suggestions for personal and professional portfolios, skill words and personality words.

Cover Letter, Resume and Interview Preparation

Below is material designed for use within a resume and interview preparation workshop conducted by Student Affairs. Individual assistance can also be obtained from Student Affairs.

I. Cover Letter

- Address to an individual.
- Target a specific job.
- Be concise (one page, approximately three paragraphs) – include a short introduction (perhaps how you learned of the opening), highlights of your qualifications, and a request for an interview.
- Be positive!

II. Resume

A resume is a concise and easy to follow presentation of your qualifications for a specific job. [Remember: Recruiters do not typically “read” resumes (at least initially), they usually skim them.] Identify a style which works for you with certain key inclusions. Two basic styles include chronological and functional formats.

Name/address/phone: Use both local and permanent address/phone numbers until you have a stable residence. Make it easy for potential employers to contact you.

Professional summary or specific employment objective: One or two sentences highlighting your career to date including experience and special expertise or nature of the position you are seeking.

Education: List of degrees, certificates or other credentials in reverse chronological order (use this ordering style throughout). For each degree, list the following:

- Name and location of school.
- Type of degree/major field of study.
- Year received.
- Special considerations (e.g., minors, option programs, special coursework, special projects completed, independent study, research participation).
- Include GPA if you wish (particularly if strong).
- Do not include high school degree unless something unique was accomplished.

Professional experience: Reverse chronological listing of all relevant work experience. [Note: For individuals with postgraduate work experience, this section typically precedes the education section.] For each item list:

- Name and location of employer.
- Title and dates employed.
- Brief description of responsibilities (note: for pharmacy internships don't list what everybody knows), give a general statement of duties or skills acquired and unique accomplishments or special activities. Use short statements with quantitative or measurable terms when possible. Avoid vague generalizations, e.g., "responsible for," "worked with," "assisted with."
- Include military and voluntary experience.
- Include Professional Experience Program rotations and any other field work of significance.
- Gaps or frequent changes will be scrutinized in terms of commitment to an institution.
- Do not include non-professional (e.g., high school) employment unless unique or directly relevant to the position you are seeking.

Special skills: List of pertinent equipment you can operate (e.g., computer expertise, medical accessories), foreign language proficiency, public speaking, etc.

Professional activities: List of activities/organizations, especially indicating leadership positions held and accomplishments.

Honors and awards: Any honors and awards you have received during your college career.

References: Prepare on a separate sheet which includes your name. You do not need to mention "references available on request" (the employer will assume this), but do remember to:

- Consider using instructors, preceptors, supervisors, colleagues, other health professionals, patients as references.
- Contact those you wish to use as references, give them a copy of your resume and meet with them to discuss your career objectives.
- List references by name, title, institution, relationship to you (e.g., advisor, preceptor, instructor), address/phone.
- Include at least three references.
- Never offer relatives as references.

Do:

- Use action verbs.
- Be concise (no more than two pages, preferably one at this level).
- Consider different versions targeted for different types of positions.

Don't:

- Use the word "resume" at the top.
- Include personal information (e.g., birth date, height, weight, marital status, etc.).
- Use personal pronouns (I, me, my).
- Use abbreviations (e.g., B.S.).
- Overlook errors, erasures, typos, grammatical mistakes.
- Many feel that hobbies or personal interests should not be included unless germane to the position you are seeking.

III. Interview

An interview should be viewed as an informational exchange. Your goal should be to give and receive as much information as possible. Be yourself, be positive, and be prepared. Good planning and doing your homework before an interview will pay off in terms of the impact you make and your self-confidence as you go into the interview situation.

A basic principle of interviewing is that past behavior is the best predictor of future behavior; therefore, the interviewer will attempt to understand your past behavior as an indication of a potential match with the position(s) he/she is trying to fill.

Most interviews will be designed to allow you to talk about 80 percent of the time. A typical half-hour interview might provide five minutes for small talk, 15 minutes for discussing your background and credentials, five minutes for your questions, and five minutes for concluding remarks. The interviewer will notice your appearance, communication skills, posture, distracting mannerisms, body language, and the nature of the questions you ask.

Consider applying the "STAR" technique in formulating your responses to interview questions:

Situation ⇒ Task or Action ⇒ Result

Do:

- Be punctual.
- Dress professionally.
- Research the company you are be interviewed by.
- Be prepared for standard questions.
- Prepare questions you wish to ask.
- Conduct a practice interview with a friend or via the College interview sign-up days.
- Show enthusiasm.
- Take extra copies of your resume, reference list and samples of pertinent work if applicable (e.g., published work, special projects) which you can leave with the interviewer when appropriate.
- Tell your story.

- Be positive (don't criticize).

Don't:

- Ask personal questions.
- Ask questions about salary or benefits in the initial interview.
- Ramble in making your responses.

Common interview questions:

- Tell me a little bit about yourself.
- What are your strengths and weaknesses? [Note: Consider couching weaknesses as strengths which you carry to extreme. For example, I'm a perfectionist or sometimes I get carried away with a special project and don't know when to stop.]
- What did/do you like best about college, the profession of pharmacy, or your past employment positions?
- Why did you become a pharmacist?
- What do you see yourself doing five/ten years from now? What are your short- and long-term career goals?
- What did you think of your past supervisors?
- Describe how you have handled working with a difficult supervisor, coworker or patient.
- What do you think you could contribute to this company?
- Discuss a failure you have experienced and how you dealt with that.

Examples of questions to ask:

Does the interviewer have questions about your resume or qualifications?

How does this position fit into the organization?

What are the prospects for advancement?

What qualifications/skills are you looking for?

What type of training would be provided in this position?

How much travel is expected in this position?

Ask for clarification if there are aspects of the job description that are unclear.

IV. The Follow-up

Within a couple of days following your interview, a thank you letter should be addressed to the individual(s) conducting the interview. This letter should thank the interviewer for the opportunity to discuss your qualifications for the position and reiterate your qualifications and enthusiasm for the job.

Try to determine follow-up guidelines at the conclusion of the interview; that is, how and when will you be hearing from them. If you have not received a response within the indicated time, a follow-up phone call is appropriate.

Be positive!

Curriculum Vitae (CV) Outline

(Note: This material was designed for use within a curriculum vitae workshop conducted by the Student Affairs staff. Individual assistance can also be obtained from Student Affairs.)

I. Introduction

The curriculum vitae (or “CV”) is designed to outline your background and education. It is more comprehensive than a resume. The CV is the preferred biographical document for health professionals, academics and those in other specialized professions. [Note: The resume is a briefer summary of the same information used for a specific employment opportunity. Most health professionals will prepare a resume as well as a CV.] The sections to follow will outline potential sections for your CV, the order and structure of these will vary based on individual preferences. You should feel free to include other categories that are unique to your special skills/skills.

II. Personal Information

- “Curriculum Vitae” at the top of the first page
- Full legal name (first name, middle initial, last name)
- Temporary and permanent addresses, phone numbers, and e-mail address

III. Career Objective

Most pharmacists and other health professionals do not include a career objective on their CV. This inclusion might, however, possibly be useful in job-seeking contexts.

IV. Education

- List entries in reverse chronological order
- Name, location of institution, dates attended, types of degrees earned (you do not need to include institutions at which you took only a few courses)
- Do not include high school information once you’ve earned a college degree
- The inclusion of your academic standing (e.g., GPA, class rank, honor status) is optional, but it would be particularly pertinent to residency/fellowship applications

V. Professional Training

- Can include training received in residencies or fellowships, certification as a pharmacy technician, specialty certifications, etc. (This information could also be included under “education” or “professional experience.”)
- Name, location or institution
- Dates attended
- Certificate or credential earned

VI. Professional Experience

- This should be a major focus of your CV. Ideally, this section will only include professional experience. You may include volunteer experience if sustained and involved use of professional knowledge/skills. (Volunteer experience might also be included under “service activities.”)
- Name and location of employer or agency
- Title of position
- Beginning and ending dates
- Description of duties
- Use action verbs
- Supervisor’s name and contact information (especially if used as a reference)

VII. Licensure and Certifications

- Type of licenses and certificates held (and status)
- Full title of certification, awarding organization/agency, date of certification, most recent renewal

VIII. Research Experience

- Grants, contracts, patents, projects
- Title, sponsoring agency or corporation, funding requested, date/outcome of submission
- Generally do not include description of the work completed
- For students, include title of research project, name of institution, names of co-investigators, inclusive dates, brief description of knowledge/skills acquired

IX. Teaching Experience

- Faculty appointments
- Institution, course numbers, dates, number of students involved
- Lectures, conferences, workshops, recitation sections, mentoring, precepting, continuing education presentations, preparation of electronic course materials

X. Publications

- Professional journals, books, reports
- Electronic software packages or audiovisual productions
- See the Chicago Manual of Style, AMA Manual of Style, or “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” [NEJM](#) (1/23/97) for assistance with citation styles

XI. Presentations

- Title, inviting or sponsoring organization
- Location, date

XII. Awards and Honors

- Name of award, sponsoring organization, location where given, date

XIII. Professional Memberships

- Name of organization
- Inclusive dates of membership
- Highlight offices held, committee memberships, task force assignments, etc.
- Highlight unique accomplishments using action verbs and quantification when possible

XIV. Service Activities

- Service to the profession or the community

XV. References

- “References available upon request” at the end of your CV
- List references on a separate sheet
- Name, title, mailing address, telephone number, fax number, and e-mail address for each reference
- Optionally include a brief statement of what each reference can contribute concerning your knowledge, skills and abilities

XVI. Style Suggestions

- Use white, off-white or light ivory paper (20 or 24 pound bond weight)
- Use font sizes between 10-14
- Use a consistent typeface, line spacing and formatting (with symmetry)
- Use one inch margins and left justification
- Place entries in reverse chronological order
- Do not include entries more than once in your CV
- Use quality printing (black ink)
- Avoid graphics
- Use, but don’t overuse design formats (e.g., bullets, shading) to create a unique appearance
- Make section headings stand out with breaks between sections

Professional Portfolio Outline

(Note: This material was designed for use within a professional portfolio preparation workshop conducted by Student Affairs. Individual assistance can also be obtained from Student Affairs.)

I. Introduction

The word “portfolio” is taken from the Latin words “port,” meaning to move, and “folio,” meaning papers or artifacts. Typical inclusions are resumes or curriculum vitas, letters of reference, lists of accomplishments, and samples of work completed. Hybrids of resumes/portfolios are also sometimes used.

Portfolios can be used to showcase your:

- Communication skills
- People skills
- Professional or technical skills

II. Portfolio Formats

Portfolios are typically formatted in one of the following two ways:

- Chronological (e.g., a pharmacy student might utilize an outline that progresses through pre-professional studies, didactic course work, experiential course work, other experiences, career goals, etc.)
- Functional (emphasizing communication, people, and professional/technical skills)

III. Professional Portfolio Inclusions for Pharmacy Students

Possible portfolio inclusions for pharmacy students include the following:

- Academic transcripts
- Samples of academic work (e.g., reports, presentation outlines, PowerPoint outlines)
- Research projects
- Certificates (e.g., Operation Immunization)
- Community service projects
- Evaluations from preceptors/supervisors
- Therapeutic plans/outcomes
- Patient education materials
- Thank you notes from patients
- Seminar/in-service announcements/outlines/handouts

RESIDENCY AND FELLOWSHIP RESOURCES

- I. **Professional Associations** – particularly the American Society of Health-System Pharmacists (ASHP), the American Pharmacists Association (APhA), and the American College of Clinical Pharmacy (ACCP).

The American Society of Health-System Pharmacists (ASHP)

- The ASHP web site (www.ashp.org) contains a lot of useful information about residency programs and how to apply for them. Look under “Resident Information” – available links include: Why should I do a residency?, seeking a residency, Resident Matching Program, Residency Showcase, Personnel Placement Service (PPS), regional resident conferences, and CareerPharm. An on-line residency directory is available under “additional sources of information.”
- The “ASHP Resident Matching Program” is conducted annually to match prospective students with residency sites (see the ASHP web site for more details and procedures for registering for the match).

The American Pharmacists Association (APhA)

- The APhA web site (www.pharmacist.com) contains information about community pharmacy residencies including listings of these opportunities and program descriptions. Click “Pharmacy Practice” and “Residencies/Advanced Training.”

The American College of Clinical Pharmacy (ACCP)

- The ACCP web site (www.accp.com) includes a “Students” link with information on residencies and fellowships (click “Directory of Residencies, Fellowships & Graduate Programs”).

- II. **Residency and Fellowship Directories** – Particularly those prepared by ASHP and ACCP.

- ASHP’s Residency Directory is updated annually and provides information about all ASHP accredited pharmacy practice and specialty residencies in the U.S. This valuable resource is available on the ASHP web site (www.ashp.org).
- ACCP’s “Directory of Residencies, Fellowships and Graduate Programs” is published annually and is available free on their web site (www.accp.com).

- III. **Professional Meetings** – particularly the ASHP Midyear Clinical Meeting, the APhA Annual Meeting, and the ACCP Annual Meeting.

- The ASHP Midyear Clinical Meeting (conducted each December) includes a “Residency Showcase,” which is an excellent place to meet representatives from residency programs from across the country. This meeting also features a Personnel Placement Service through which attendees can interview for various positions (including residencies and fellowships).
- The APhA Annual Meeting (conducted each spring) is another excellent opportunity to learn more about residency programs (particularly community practice residencies) and meet residency preceptors from across the country (including a Residency Showcase).

- The ACCP Annual Meeting (conducted each autumn) includes a residency and fellowship recruitment forum.

IV. **Residencies Available at OSU** – Ohio State offers a number of highly regarded pharmacy residencies through the Medical Center and College of Pharmacy.

Medical Center Residencies:

See <http://www.rx.medctr.ohio-state.edu/extranet2/index.html> (click “Residency Programs”) for descriptions of the combined M.S. in Health-System Pharmacy Administration/residency program, pharmacy practice residencies, and specialty residencies.

College of Pharmacy Residencies:

See <http://www.pharmacy.ohio-state.edu/ResidencyProgram/mission.cfm> for descriptions of Pharmacy Practice Residencies in Ambulatory Care and Pharmacy Practice Residencies with an Emphasis in Community Care.

COMPUTING RESOURCES

A computer laboratory is available for student use in 203 Parks Hall. Computer lab hours can vary from quarter to quarter and are dependent on the availability of lab monitors. Hours will be posted each quarter in the lab. Typical (but not guaranteed) open times are 8:00 a.m. to 7:00 p.m. Monday-Thursday; 8:00 a.m. to 5:00 p.m. Friday; and 10:00 a.m. to 2:00 p.m. Saturday. The computer lab is **not** open on OSU Football Saturdays.

The facility contains 30 PC workstations. Available software includes the Microsoft Office Package (Word, Excel, PowerPoint, and Access), WordPerfect, e-mail access and Internet access. One very useful source is the electronic resources section of the OSU libraries. This includes hundreds of electronic journals and the Index Medicus (National Library of Medicine) index of medical journals. Statistical analysis and molecular modeling programs needed for courses are also provided. Laser printing is also available on a pay-per-sheet basis, payable with your Buck-ID.

E-mail accounts are provided by the Office of Information Technology for all OSU students. Information on managing and obtaining a username and password for your OSU email account is found on the Office of Information Technology website at <http://8help.osu.edu>. Your OSU email may be accessed via the web at <https://webmail.osu.edu>. Other external e-mail services may also be accessed via the web.

It is strongly recommended that you run a virus check on any removable storage as soon as you insert it in the computer (to verify that you are not bringing a virus into the facility), and the last thing before you remove the media from the drive (to verify that you did not pick-up a virus). This applies to any storage device you might attach to the computer, from iPods to USB memory sticks. Although we regularly disinfect the machines, we cannot guarantee that the person before you brought in clean media. To check for viruses, double click on the yellow “C” in the lower right hand corner of the screen. When the antivirus application opens, double click on the device you want to scan.

Further questions can be addressed to the assistants scheduled to supervise the computer laboratory. Please help keep the laboratory clean by remembering that no food or drink is allowed in this facility.

PRE-NAPLEX AND MPJE CANDIDATE REVIEW RESOURCES

The North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE) are administered in a computer-adaptive testing format. A Pre-NAPLEX examination and MPJE Candidate's Review Guide are available on the National Association of Boards of Pharmacy web site (www.nabp.net). Students are strongly advised to use these resources to help you prepare for the examinations. The College of Pharmacy provides support for students to take the Pre-NAPLEX examination at the conclusion of the third year in the PharmD Program. Contact June Evans in Student Affairs to obtain a voucher number.