

**Putting the Pieces Together:**  
 How to prepare a strong pharmacy residency application




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Office of Career & Professional Development

## Agenda

1. How do you know you've put together a strong application package?
2. How to write and tailor your CV
3. How to write and tailor your letter of intent
4. Answer your questions



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## Learning Outcomes

The end of this workshop, you will:


- Understand the selection/hiring process from the perspective of the residency director
- Know how to develop your message
- The difference between a CV & resume and how to tailor your document for the position
- The difference between a letter of intent, a cover letter, and a personal statement, and how to tailor your document for the position

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Office of Career & Professional Development

## Getting Perspective

Candidates

How do I know I've put together a strong residency application?



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## Getting Perspective

Residency Director

Candidates

How do I know I've put together a strong residency application?



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## Getting Perspective

**Residency Director**      Her Two Key Questions:

**Can you do her job?**

How does she make sure that each resident has the:


1. academic training,
2. professional skills and
3. desire

to succeed in her job?

**Will you fit on her team?**

How does she make sure that each resident fits:


1. Into her cohort
2. with the rest of her team
3. Into her program?



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## The Residency Director's perspective

How does she determine the answers to her two questions?




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## The Residency Director's perspective

First: She identifies criteria for successful residents

- Academic Excellence
- Research Experience
- Clinical Competency
- Community Education & Outreach
- Mentorship & Teaching
- Leadership



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## The Residency Director's perspective

Second: She asks you for evidence

- Academic Excellence
- Research Experience
- Clinical Competency
- Community Education & Outreach
- Mentorship & Teaching
- Leadership

|         |    |                  |        |         |          |              |             |
|---------|----|------------------|--------|---------|----------|--------------|-------------|
| PHORCAS | CV | Letter of Intent | Ref. I | Ref. II | Ref. III | Supplemental | Transcripts |
|---------|----|------------------|--------|---------|----------|--------------|-------------|



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## The Residency Director's perspective

Third: She looks for proof of these qualities throughout your application package

|                                | PHORCAS | CV | Letter of Intent | Ref. I | Ref. II | Ref. III | Supplemental | Transcripts |
|--------------------------------|---------|----|------------------|--------|---------|----------|--------------|-------------|
| Academic Excellence            | ✓       | ✓  |                  |        |         |          |              | ✓           |
| Research Experience            |         |    |                  |        |         |          |              |             |
| Clinical Competency            |         |    |                  |        |         |          |              |             |
| Community Education & Outreach |         |    |                  |        |         |          |              |             |
| Mentorship & Teaching          |         |    |                  |        |         |          |              |             |
| Leadership                     |         |    |                  |        |         |          |              |             |

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## The Residency Director's perspective

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| Academic Excellence            |         |    |                  |        |         |          |              |             |
| Research Experience            |         |    |                  |        |         |          |              |             |
| Clinical Competency            |         |    | ✓                | ✓      |         | ✓        | ✓            |             |
| Community Education & Outreach |         |    |                  |        |         |          |              |             |
| Mentorship & Teaching          |         |    |                  |        |         |          |              |             |
| Leadership                     |         |    |                  |        |         |          |              |             |

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### The Residency Director's perspective

Third: She looks for proof of these qualities throughout your application package

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| Academic Excellence            |         |    |                  |        |         |          |              |             |
| Research Experience            |         |    |                  |        |         |          |              |             |
| Clinical Competency            |         |    |                  |        |         |          |              |             |
| Community Education & Outreach | ✓       | ✓  | ✓                |        |         | ✓        |              | ✓           |
| Mentorship & Teaching          |         |    |                  |        |         |          |              |             |
| Leadership                     |         |    |                  |        |         |          |              |             |

### The Residency Director's perspective

Third: She looks for proof of these qualities throughout your application package

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| Academic Excellence            | ✓       | ✓  |                  |        | ✓       |          |              | ✓           |
| Research Experience            | ✓       | ✓  | ✓                | ✓      |         |          |              | ✓           |
| Clinical Competency            |         | ✓  | ✓                |        | ✓       | ✓        |              |             |
| Community Education & Outreach | ✓       | ✓  | ✓                |        |         |          | ✓            | ✓           |
| Mentorship & Teaching          | ✓       | ✓  | ✓                |        |         | ✓        |              | ✓           |
| Leadership                     | ✓       | ✓  | ✓                |        |         | ✓        |              | ✓           |

### So how do you know you've put together a successful application?

Focus on the message sent in the overall package, not just on the individual document.

|                                | PHORCAS | CV | Letter of Intent | Ref. I | Ref. II | Ref. III | Supplemental | Transcripts | Total? |
|--------------------------------|---------|----|------------------|--------|---------|----------|--------------|-------------|--------|
| Academic Excellence            | ✓       | ✓  |                  |        | ✓       |          |              | ✓           | 4      |
| Research Experience            | ✓       | ✓  | ✓                | ✓      |         |          |              | ✓           | 5      |
| Clinical Competency            |         | ✓  | ✓                |        |         | ✓        | ✓            |             | 4      |
| Community Education & Outreach | ✓       | ✓  | ✓                |        |         |          | ✓            | ✓           | 5      |
| Mentorship & Teaching          | ✓       | ✓  | ✓                |        |         | ✓        |              | ✓           | 5      |
| Leadership                     | ✓       | ✓  | ✓                |        |         | ✓        |              | ✓           | 5      |

### What is your message?

What do you want the residency director to know about you by the time she finishes reading your application?

- ### Agenda
1. How do you know you've put together a strong application package?
  2. How to write and tailor your CV
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  4. Answer your questions

### What is a CV?

Candidates

Curriculum Vitae or Resume

1. Academic Training
2. Professional Skills
3. Desire

...Lists all of your qualifications for a position:

- Your training: undergraduate and graduate education
- Your experience/competencies: clinical, research, teaching, etc.

## What's the difference between a resume & a CV?

- **Resumes** are one page documents (always for internships) with flexible section headings
- **CVs (Curriculum Vitae)** are multi-page documents (usually for academic positions, grants, fellowships and other awards) with a rigid format/section headings
- **Resume/CV combos** have both a multi-page format and flexible section headings (usually for community, hospital and pharma employment positions and residency)
- Often these terms are used interchangeably by employers/residency directors
- For jobs: Aim for a 2-3 page document - 4 if it's all about your publications
- For residency: Aim for a 2-4 page document - 5 if it's all about your publications

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## Four steps to tailor your successful CV

1. **Have a Message**
2. **Skeleton:** Choose descriptive section headings that highlight that message.
3. **Text:** Write descriptive text for each experience that hit the 5 points.
4. **Layout:** Format to make it easy to read.

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### The Skeleton of Your CV: ... is the descriptive section headings that highlight your message

21

Academic Excellence

Research Experience

Clinical Competency

Community Education & Outreach

Mentorship & Teaching

Leadership

**Bruce Wayne**

*Education*

*Clinical Clerkships*

*Pharmacy Experience*

*Work Experience*

*Activities*

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### The Skeleton of Your CV: ... is the descriptive section headings that highlight your message

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Research Experience

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Leadership

- Education
- Clinical Clerkships
- Pharmacy Experience
- Work Experience
- Activities

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### The Skeleton: Choose descriptive section headings that highlight your message

23

Academic Excellence

Research Experience

Clinical Competency

Community Education & Outreach

Mentorship & Teaching

Leadership

**Bruce Wayne**

*Education*

*Clinical Clerkships*

*Pharmacy Experience*

*Work Experience*

*Activities*

**Bruce Wayne**

Education

Clinical Clerkships

Hospital Pharmacy Experience

Community Pharmacy Experience

Health Outcomes Research Experience

Preventative Health Leadership & Service

Teaching & Patient Education Experience

Academic Recognition

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### The Skeleton: Choose descriptive section headings that highlight your message

24

Academic Excellence

Research Experience

Clinical Competency

Community Education & Outreach

Mentorship & Teaching

Leadership

**Bruce Wayne**

*Education*

*Clinical Clerkships*

*Pharmacy Experience*

*Work Experience*

*Activities*

**Bruce Wayne**

Education

Clinical Clerkships

Hospital Pharmacy Experience

Community Pharmacy Experience

Health Outcomes Research Experience

Preventative Health Leadership & Service

Teaching & Patient Education Experience

Academic Recognition

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### Does your skeleton outline your message?

Academic Excellence

- Education
- Clinical Clerkships
- Pharmacy Experience
- Work Experience
- Activities

Research Experience

Clinical Competency

Community Education & Outreach

Mentorship & Teaching

Leadership

Education

- Clinical Clerkships
- Hospital Pharmacy Experience
- Community Pharmacy Experience
- Health Outcomes Research Experience
- Preventative Health Leadership & Service
- Teaching & Patient Education Experience
- Academic Recognition

Education

- Clinical Clerkships
- Pharmacy Experience
- Work Experience
- Activities

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### Does your skeleton outline your message?

Academic Excellence

- Education
- Clinical Clerkships
- Pharmacy Experience
- Adolescent-Focused Community Health Experience
- K-12 Teaching & Mentorship Experience
- Community Service Honors & Awards

Research Experience

Clinical Competency

Community Education & Outreach

Mentorship & Teaching

Leadership

Education

- Clinical Clerkships
- Hospital Pharmacy Experience
- Community Pharmacy Experience
- Health Outcomes Research Experience
- Preventative Health Leadership & Service
- Teaching & Patient Education Experience
- Academic Recognition

Education

- Clinical Clerkships
- Pharmacy Experience
- Basic Science Research Experience
- Pharma Industry Research Experience
- Curriculum Development Experience
- Leadership & Service
- Research & Academic Honors/Awards
- Conference Presentations
- Publications

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### What is your skeleton? Choosing descriptive section headings

- Education
- Relevant Training
- Clinical Clerkships
- Hospital Pharmacy Experience
- Community Pharmacy Experience
- Clinical Experience
- Clinic Coordinator Experience
- Research Experience
- Basic Science Research Experience
- Lab & Clinical Research Experience
- Oncology Research Experience
- Health Outcomes Research Experience
- Health Policy Research Experience
- Public Health Research Experience
- Pharma Industry Research Experience
- Clinical Trials Experience & Training
- Teaching & Mentorship Experience
- Teaching & Counseling Experience
- Teaching & Curriculum Development
- Teaching & Coaching Experience
- K-12/University Teaching Experience
- Patient Education Experience
- Health Policy Experience
- Health Disparities Experience
- Health Promotions Experience
- Outreach & Education Experience
- Patient Advocacy & Outreach Experience
- Public Health Experience
- Consulting Experience
- Drug Information Experience
- Project Management Experience
- Adolescent Focused Public Health Experience
- International Based Public Health Experience
- Professional Service & Leadership
- University Leadership & Service
- Community Service & Leadership
- Leadership & Service Honors & Awards
- Academic Honors & Awards
- Academic Recognition
- Health Related Presentations
- Selected Presentations
- Journal Articles
- Publications
- Language Skills

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### Four steps to tailor your successful CV

1. Have a Message
2. Skeleton: Choose descriptive section headings that highlight that message
3. Text: Write descriptive text for each experience that hit the 5 points.

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### Text: Cover the 5 points of excellent descriptive text

29

1. Setting
2. Population
3. Clinical issues
4. Clinical competencies & Responsibilities
5. Teams you worked with

**CLINICAL CLERKSHIPS**

**Anti-coagulation & General Medicine Refill Clinics. Outpatient Clerkship Aug.-Sept 0000 San Francisco General Hospital**

Interviewed adult patients to obtain medication history, monitored patients' INR, assessed need for dose adjustment, educated patients regarding warfarin therapy, including common side effects and potential drug interactions. Translated English to Cantonese for non-English speakers.

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### Text: Cover the 5 points of excellent descriptive text

30

1. Setting
2. Population
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Text: Cover the 5 points of excellent descriptive text

1. Setting
2. Population
3. Clinical issues
4. Clinical competencies & Responsibilities
5. Teams you worked with

**CLINICAL CLERKSHIPS**

*Pediatrics, Inpatient Clerkship* June-August 0000  
**University of California, San Francisco Children's Hospital**

- Participated on the pediatric renal transplant, rheumatology and immunology, and pulmonology teams, in the team directed approach to drug therapy selection, drug dosing, and monitoring response to therapy.
- Additional responsibilities include medication history interview, pharmacokinetic monitoring, medication counseling, discharge planning, and in-service education to medical team.

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Text: Cover the 5 points of excellent descriptive text

1. Setting
2. Population
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*Pediatrics, Inpatient Clerkship* June-August 0000  
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### Four steps to tailor your successful CV

1. Have a Message
2. Skeleton: Choose descriptive section headings that highlight that message.
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4. Layout: Format to make it easy to read.

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### Layout: Making the format easy to read

- Length: 2 - 4 pages
- Margins: Top/Bottom .5 and Right/left .5-.75 inch
- Fonts: Times New Roman, Calibri, Cambria, Garamond, Helvetica, Arial Narrow, Optima, Palatino, etc.
- Font Size: 10-12 font. With smaller fonts (e.g. Times) don't go below 11
- Headings: Bold and capitalize. Heading font size 0-1 size larger than text.
- Highlight: Indent, bold, capitalize, bullet to highlight.
- Numbering: Put your name and page number on 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> pages
- Exclude: Do not include birth date, birth city, personal status, photos
- Upload: A .pdf version of your document in PhORCAS to retain formatting

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### So how do you know you've put together a successful CV?

Focus on the message sent in the overall package, not just on the individual document.

|                                | PhORCAS | CV | Letter of Intent | Ref. I | Ref. II | Ref. III | Supp. Material | Transcripts | Total? |
|--------------------------------|---------|----|------------------|--------|---------|----------|----------------|-------------|--------|
| Academic Excellence            | ✓       | ✓  |                  |        | ✓       |          |                | ✓           | 4      |
| Research Experience            | ✓       | ✓  | ✓                | ✓      |         |          | ✓              |             | 5      |
| Clinical Competency            |         | ✓  | ✓                |        | ✓       | ✓        |                |             | 4      |
| Community Education & Outreach | ✓       | ✓  | ✓                |        |         |          | ✓              |             | 5      |
| Mentorship & Teaching          | ✓       | ✓  | ✓                |        | ✓       |          | ✓              |             | 5      |
| Leadership                     | ✓       | ✓  | ✓                |        | ✓       |          |                |             | 5      |

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### Agenda

1. How do you know you've put together a strong application package?
2. How to write and tailor your CV
3. How to write and tailor your letter of intent
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## What is a Letter of Intent?

Curriculum Vitae or Resume

Letter of Intent

Candidates

1. Academic Training
2. Professional Skills
3. Desire



....Is the key to your application package


- Your CV tells a person what you did, but
- Your Letter of Intent tells them why you did it.

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## Answer the Residency Director's 2 Questions Directly

**Purpose:** You make the argument that you can do her job & how and why you'd be a good fit.


1. What are your goals on other side of residency?
2. How have your current skills & experience prepared you to meet those goals?
3. How you can contribute and learn from my residency program (Why residency? Why my program?)



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## Understanding the components of a strong letter of intent

Read the sample letter of intent



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## How does a letter of intent differ from other documents?

|                      | Letter of Intent   | Cover Letter | Personal Statement |
|----------------------|--|--------------|--------------------|
| <b>Audience?</b>     | • Residency Directors  |              |                    |
| <b>Purpose?</b>      | <ul style="list-style-type: none"> <li>• Explain goals on other side of residency</li> <li>• How your current skills &amp; experience prepare you to meet those goals.</li> <li>• How you can contribute and learn from my residency program (Why residency?)</li> </ul>           |              |                    |
| <b>Format?</b>       | Business Letter:<br>• 3-5 paragraphs<br>• Opening/closing salutations  |              |                    |
| <b>Key Features?</b> | <ul style="list-style-type: none"> <li>• Avoid chronological narratives</li> <li>• Focus on what you learned and what you like about each skill you have.</li> <li>• Detailed evidence of current competencies and long term goals!</li> <li>• Avoid complementing them</li> </ul> |              |                    |

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## How does a letter of intent differ from other documents?

|                      | Letter of Intent   | Cover Letter  | Personal Statement |
|----------------------|--|---|--------------------|
| <b>Audience?</b>     | • Residency Directors  | • Employers   |                    |
| <b>Purpose?</b>      | <ul style="list-style-type: none"> <li>• Explain goals on other side of residency</li> <li>• How your current skills &amp; experience prepare you to meet those goals.</li> <li>• How you can contribute and learn from my residency program (Why residency?)</li> </ul>           | <ul style="list-style-type: none"> <li>• How your current skills and experience will solve my problem/ help me achieve my goals?</li> </ul>   |                    |
| <b>Format?</b>       | Business Letter:<br>• 3-5 paragraphs<br>• Opening/closing salutations  | Business Letter:<br>• 3-5 paragraphs<br>• Opening/closing salutations   |                    |
| <b>Key Features?</b> | <ul style="list-style-type: none"> <li>• Avoid chronological narratives</li> <li>• Focus on what you learned and what you like about each skill you have.</li> <li>• Detailed evidence of current competencies and long term goals!</li> <li>• Avoid complementing them</li> </ul> | <ul style="list-style-type: none"> <li>• Employers don't care how their experience will help you achieve your long term goals.</li> <li>• Focus on your ability to do their current job.</li> </ul> |                    |

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## How does a letter of intent differ from other documents?

|                      | Letter of Intent   | Cover Letter  | Personal Statement  |
|----------------------|--|---|---|
| <b>Audience?</b>     | • Residency Directors  | • Employers   | • Professional & Graduate School  |
| <b>Purpose?</b>      | <ul style="list-style-type: none"> <li>• Explain goals on other side of residency</li> <li>• How your current skills &amp; experience prepare you to meet those goals.</li> <li>• How you can contribute and learn from my residency program (Why residency?)</li> </ul>           | <ul style="list-style-type: none"> <li>• How your current skills and experience will solve my problem/ help me achieve my goals?</li> </ul>   | <ul style="list-style-type: none"> <li>• What led you to pharmacy?</li> <li>• Why you think you're a good fit for my school?</li> <li>• Your accomplishments so far.</li> </ul>   |
| <b>Format?</b>       | Business Letter:<br>• 3-5 paragraphs<br>• Opening/closing salutations  | Business Letter:<br>• 3-5 paragraphs<br>• Opening/closing salutations   | Essay:<br>• 3-5 paragraphs<br>• No opening/closing salutations  |
| <b>Key Features?</b> | <ul style="list-style-type: none"> <li>• Avoid chronological narratives</li> <li>• Focus on what you learned and what you like about each skill you have.</li> <li>• Detailed evidence of current competencies and long term goals!</li> <li>• Avoid complementing them</li> </ul> | <ul style="list-style-type: none"> <li>• Employers don't care how their experience will help you achieve your long term goals.</li> <li>• Focus on your ability to do their current job.</li> </ul> | <ul style="list-style-type: none"> <li>• Often chronological: start with childhood, go through undergrad, end with current, interest in pharmacy.</li> <li>• Can skill be general/vague about specific long term goals in pharmacy careers</li> </ul> |

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### How does a letter of intent differ from other documents?

|                      | Letter of Intent   | Cover Letter  | Personal Statement   |
|----------------------|--|---|--|
| <b>Audience?</b>     | Residency Directors  | Employers   | Professional & Graduate School   |
| <b>Purpose?</b>      | <ul style="list-style-type: none"> <li>Explain goals on other side of residency</li> <li>How your current skills &amp; experience prepare you to meet those goals.</li> <li>How you can contribute and learn from my residency program (Why residency?)</li> </ul>         | <ul style="list-style-type: none"> <li>How your current skills and experience will solve my problem/ help me achieve my goals?</li> </ul>   | <ul style="list-style-type: none"> <li>What led you to pharmacy?</li> <li>Why you think you're a good fit for my school?</li> <li>Your accomplishments so far.</li> </ul>  |
| <b>Format?</b>       | Business Letter: <ul style="list-style-type: none"> <li>3-5 paragraphs</li> <li>Opening/closing salutations</li> </ul>   | Business Letter: <ul style="list-style-type: none"> <li>3-5 paragraphs</li> <li>Opening/closing salutations</li> </ul>  | <b>Essay:</b> <ul style="list-style-type: none"> <li>3-5 paragraphs</li> <li>No opening/closing salutations</li> </ul>   |
| <b>Key Features?</b> | <ul style="list-style-type: none"> <li>Avoid chronological narratives</li> <li>Focus on what you learned and what you like about each skill you have.</li> <li>Detailed evidence of current competencies and long term goals!</li> <li>Avoid complementing them</li> </ul> | <ul style="list-style-type: none"> <li>Employers don't care how their experience will help you achieve your long term goals.</li> <li>Focus on your ability to do their current job.</li> </ul> | <ul style="list-style-type: none"> <li><b>Often chronological: start with childhood, go through undergrad, end with current, interest in pharmacy.</b></li> <li>Can skill be general/vague about specific long term goals in pharmacy careers</li> </ul> |

### Some things to note & strategies

- A bit confusing:** While many residency programs will ask for a Letter of Intent, the PhORCAS application still refers to the document as a 'Cover Letter/Personal Statement'
- What to do?** Whether they call it a Letter of Intent, Cover Letter or a Personal Statement, make sure by the time the residency director is finished reading, she understands:
  - Your personal & professional goals on other side of residency
  - How your current skills & experience prepare you to meet those goals.
  - How you can contribute and learn from my residency program (Why residency, and why this particular residency program?)

### Some things to note & strategies

- Remember: think overall package, not individual document.
- For example: UCSF's supplemental question:

Essay Statements: Please address both statements on a separate page (no longer than one page each).

A. How did you learn about the UCSF training program? What program elements interest you most and how do each of these relate to your personal goals?

B. Reflect on a challenging situation (personal or professional) that required you to question your values or assumptions. How did you deal with the situation? What did you learn from the experience?

- What to do?**
  - Why not fold option A into your Letter of Intent (why residency, why this residency program), and
  - Focus your essay on option B (so the residency director can learn more about you in terms of your values and fit for the program?)

### Pairing your CV with your letter of intent

- Academic Excellence
- Research Experience
- Clinical Competency
- Community Education & Outreach
- Mentorship & Teaching
- Leadership

**Bruce Wayne**

Education

Clinical Clerkships

Hospital Pharmacy Experience

Community Pharmacy Experience

Health Outcomes Research Experience

Preventative Health Leadership & Service

Teaching & Patient Education Experience

Academic Recognition

### Pairing your CV with your letter of intent

- Academic Excellence
- Research Experience
- Clinical Competency
- Community Education & Outreach
- Mentorship & Teaching
- Leadership

**Bruce Wayne**

Education

Clinical Clerkships

Hospital Pharmacy Experience

Community Pharmacy Experience

Health Outcomes Research Experience

Preventative Health Leadership & Service

Teaching & Patient Education Experience

Academic Recognition

### Pairing your CV with your letter of intent

**Bruce's CV format**

**Bruce Wayne**

Education

Clinical Clerkships

Hospital Pharmacy Experience

Community Pharmacy Experience

Health Outcomes Research Experience

Preventative Health Leadership & Service

Teaching & Patient Education Experience

Academic Recognition

**Bruce's Letter of Intent format**

Paragraph I: Opening paragraph

Paragraph II: Clinical Experience & Competencies Theme 1

Paragraph III: Health Outcomes Research Experience Theme 2

Paragraph IV: Preventative Health/Education Theme 3

Paragraph V: Closing paragraph



### Sample Format:

| Paragraph   | Purpose   |
|---|---|
| Paragraph I: Opening paragraph                                | <b>Summarize argument:</b> Your academic training, professional skills & desire (professional goals/why residency)  |
| Paragraph II: Theme 1<br>Clinical Experience & Competencies   | <b>Summarize what you know &amp; value:</b> <ul style="list-style-type: none"> <li>What did you <b>learn</b> from these experiences?</li> <li>What do you <b>love</b> (find rewarding/meaningful) about these experiences?</li> <li>How will these experiences help you achieve your professional goals?</li> </ul> |
| Paragraph III: Theme 2<br>Health Outcomes Research Experience |   |
| Paragraph IV: Theme 3<br>Preventative Health/Education        |   |
| Paragraph V: Closing paragraph                                | <b>Explain why this program:</b> How does program/job fit your skills, interests, etc.?   |

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### So how do you know you've put together a successful letter of intent?

Focus on the message sent in the overall package, not just on the individual document.

|                                | Medical | DO | Letter of Intent | Res 1 | Res 2 | Res 3 | Res 4 | Res 5 | Res 6 | Res 7 | Res 8 | Total! |
|--------------------------------|---------|----|------------------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| Academic Excellence            | ✓       | ✓  |                  |       |       | ✓     |       |       |       |       |       | 4      |
| Research Experience            | ✓       | ✓  | ✓                | ✓     |       |       |       |       | ✓     |       |       | 5      |
| Clinical Competency            |         |    | ✓                |       | ✓     |       | ✓     |       |       |       |       | 4      |
| Community Education & Outreach | ✓       | ✓  | ✓                |       |       |       | ✓     | ✓     |       |       |       | 5      |
| Mentorship & Teaching          | ✓       | ✓  | ✓                |       |       | ✓     |       |       |       |       |       | 5      |
| Leadership                     | ✓       | ✓  | ✓                |       | ✓     |       |       |       |       |       |       | 5      |

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### Putting together her Mission Impossible team

| Category                       | Residency Director's Perspective  | Candidates' Perspective   |
|--------------------------------|---|---|
| Academic Excellence            | Education<br>Clinical Clerkships<br>Hospital Pharmacy Experience<br>Community Pharmacy Experience<br>Health Outcomes Research Experience<br>Preventative Health Leadership & Service<br>Teaching & Patient Education Experience<br>Academic Recognition | Education<br>Clinical Clerkships<br>Hospital Pharmacy Experience<br>Community Pharmacy Experience<br>Health Outcomes Research Experience<br>Preventative Health Leadership & Service<br>Teaching & Patient Education Experience<br>Academic Recognition |
| Research Experience            | K-12 Teaching & Mentorship Experience<br>Community Service Honors & Awards  | Basic Science Research Experience<br>Pharma Industry Research Experience<br>Curriculum Development Experience<br>Leadership & Service<br>Research & Academic Honors/Awards<br>Conference Presentations<br>Publications                                  |
| Clinical Competency            | Desire: Committed to preventative health!   | Desire: Wants to be academic researcher/leader!   |
| Community Education & Outreach | Desire: Wants to work with adolescent population and loves education.   |   |
| Mentorship & Teaching          |   |   |
| Leadership                     |   |   |

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### Putting together her Mission Impossible team

| Category                       | Residency Director        | Candidates |
|--------------------------------|---------------------------|------------|
| Academic Excellence            | Can you do her job?       | Yes!       |
| Research Experience            | Will you fit on her team? |            |
| Clinical Competency            |                           |            |
| Community Education & Outreach |                           |            |
| Mentorship & Teaching          |                           |            |
| Leadership                     |                           |            |

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### So, putting all the pieces together...

- Remember the residency director's perspective
- Don't start with the document, start with the message or picture you want to Residency Director to have about by the time they finish reading your entire package. (academic excellence, your commitment to health education, etc.)
- Consider each part of your application as a piece of the puzzle: an opportunity to share some facet of that message.
- Tailor your documents with descriptive key words, ideas and qualities that help the residency director know you can do her job and how you would fit on her team.
- Consider your entire application as part of a dialogue with a future professional colleague.
- Focus on sincerity and authenticity first, then professional polish.

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### Questions?

Thank you!

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- Schedule an appointment:
  - Explore career options
  - Get your resume/CV reviewed
  - Practice a mock interview
- We're at 476.4986 or at 513 Parnassus,  
Room S140



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