

# CURRICULUM VITAE COVER SHEET

**Rank & Name**

**Date of CV**

**PHS#**

**Pharmacist**

## PERFORMANCE

- List your leadership attributes and PHS mission contributions (major publications/presentations, i.e. APhA, COA, agency/program conference, etc.)
- List honor/unit awards: award title (from whom i.e. PHS [e.g., OSM, CM, AM, CIT, OUC, UC], Army, Division, Institute, and Agency [including non-DHHS agencies], and professional organization awards [APhA], and recognition such as letters of commendation), short description if applicable: List all the years received

\* Include exceptional capability promotion

{leadership attributes, i.e. influencing, operating, and improving the mission of the PHS}

{list each award in order of precedence, i.e. individual honor awards to unit awards}

## EDUCATION, TRAINING and PROFESSIONAL DEVELOPMENT

- List advance degrees, certifications, credentialing achieved: Year acquired
- List other public health training/experience: Date, if appropriate  
{MPH, MHA, post BS PharmD, public health training/experience, i.e. OFRD, Bioterrorism Preparedness, Healthy People 2010}  
**Certification/Credentialing: Basic** (e.g. certificate programs: diabetes, immunization, anticoagulation, IHS local clinical pharmacy specialist; computer programming; FDA Level I investigator, etc.) **Intermediate** (e.g., pharmacy residency certificate; pharmacy residency director certificate; documentation as a trainer or instructor for anticoagulation, lipid management, smoking cessation; IHS National Clinical Pharmacy Specialist Certification; Level II FDA certification, etc.) **Advanced** (e.g. Board Certification - Board of Pharmaceutical Specialties or Commission for Certification in Geriatric Pharmacy; recognized national specialist determined by preset peer reviewed criteria - Level III FDA investigator certification)

## CAREER PROGRESSION and POTENTIAL

- Assignments, Billet, agency. City, State: Dates present
- Mobility – Geographic and/or Programmatic
- State either Regular or Reserve Corps: Year assimilated
- Collateral Duties /Billet Addendums
- List readiness deployments/TDYs: Year

{list each geographical move/job progression in reverse chronological order – most recent first}

## CHARACTERISTICS of CAREER OFFICER and SERVICE to the CORPS

- List any involvement with PharmPAC, JOAG, MOLC, APAOC i.e. member Years of membership
- List BOTC/IOTC training
- List recruitment activities, i.e. Associate Recruiter Lead, Recruiter, formal/informal recruitment activities
- List mentoring activities, i.e. One-on-one mentoring, group mentoring
- List Professional Organization activities, i.e. Active member at the regional, national, or international level
- List service awards/training ribbon (from whom i.e. PHS, Army, Navy, Air Force, Marines, Coast Guard, NOAA) Year awarded
- List other official PHS activities: Year, if appropriate  
{PHS Service Awards, i.e. special assignment, isolated hardship, hazardous duty, NEPA/CRSA}  
{PHS activities, i.e. PHS Administrative Boards, Honor Guard, PHS Ensemble, Aide-de-Camp, Transformation workgroups}

## READINESS

- Readiness status: (officers can meet this standard by meeting all of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”)
- Deployment role: (refer to OFRD webpage)

**Note: Do your best to keep all of your summarized information on one page. Do not use a font smaller than 10 point.**

# CURRICULUM VITAE

**PHS# Rank & Name Date of CV**

**Agency Work Address  
Phone #**

## Education:

Residency/Board Certification/etc.  
Program.: Date achieved

Degree(s)  
University/college. City, State. : Date achieved

{list all college degrees and extensive training }

## Experience:

Agency  
Duty site  
Dates assigned

Staff/Chief Pharmacist (position title) (billet) describe position.  
-Other duties involved.

Collateral duties (minimum of 2 for O-4 and above) collateral description.

- \* Highlight your achievements/outcomes, leadership attributes, and mission contributions.
- \* Clearly indicate the level of responsibility of each position.
- \* Include permanent assignments and any assignment in an acting capacity where personnel orders were issued or the assignment lasted more than 90 days.

{list each job in reverse chronological order – most recent first }

## Readiness:

- Readiness status: (officers can meet this standard by meeting all of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”)
- Deployment role: (refer to OFRD webpage)

Significant training: {especially public health initiatives} Year trained  
Deployments: Date(s) deployed

{include all activities i.e. DMAT, NPRT, NMRT, and VMAT }

## Awards and Honors:

Award title (from whom i.e. PHS [e.g., OSM, CM, AM, CIT, OUC, UC], Army, Division, Institute, and Agency [including non-DHHS agencies], and professional organization awards [APhA], and recognition such as letters of commendation), short description if applicable.  
Year received

- \* Include exceptional capability promotion
  - \* Supporting documents should be in your eOPF
- {list awards in reverse chronological order }

## **PHS Support Activities:**

### **Activity: Years of service**

\*i.e. PharmPAC, JOAG, MOLC, membership/support, Mentoring, Aide-de-Camp, Associate Recruiter, short TDYs, etc.

{include year of participation and any official position you held}

## **Professional Memberships and Activities:**

Program/association

Special duty/committee involvement and accomplishments

{list active memberships only}

\* may list previous membership(s) to reflect accomplishments or any official position you held

## **Presentations and Publications:**

“Title.” organization to whom presented. month, year. city, state. (presentation format)

Author. title. journal. year; volume:page(s). (publication format)

\*note poster presentations here as well, after title please include (poster)

\*early in career, staff presentations may be listed. As career progresses, list presentations to larger audiences i.e. city, state, national level

{list in reverse chronological order}

## **License:**

State registered. License #

## **Certifications and Special Skills:**

Diabetes Educator; passed national exam.

Mass Vaccinator; attended weekend training.

BLS, ACLS, PALS, etc.

Diving, pilot, etc.

{list anything you feel is pertinent to the Corps}

{specify the type of certification or certificate received, i.e. type of training involved}

\*Board certifications are also listed under Education.

## **Community Service:**

### **Program: Years of service**

- Type of involvement

\*some activities may require Outside Approval

{list services that are no more than 5 years old}

## Note:

The Curriculum Vitae (CV) may be used: a) to apply for positions with the Commissioned Corps, and b) for documentation in your electronic official personnel folder (eOPF). The above recommendations pertain primarily to preparing your CV for use as summary documentation in the eOPF.

Those who review your CV will gain some indication of your judgment by what you document or by what you forget or fail to disclose. Be informative but concise. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive.

Any commissioned officer that is eligible for a promotion should have an updated CV in their eOPF before the published deadline of the promotion year. It is also recommended to update your CV yearly for your eOPF.

The information in your CV should be in a concise, easy-to-read, in an easy-to-find format. By follow the recommended format (above) will make the job of the reviewing officers easier and lessen the likelihood that they will miss some important, perhaps even pivotal, facts about you.

The CV is one of the most important documents for obtaining an overview of your career. Your CV should summarize items found elsewhere in your eOPF and highlight information such as civic and community activities and publications that may not be included in the eOPF.

Fax your CV to (301) 480-1436. **Include your name, PHS number, and category at the top of all submitted sheets. Multiple pages must be sequence as (page 1 of 3), 2 of 3, etc. The first page of your CV will be your Summary Sheet.**