

# Nelson Mandela

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## Layout & Formatting Dissected

### Margins:

-Top/Bottom .5  
-Right/Left .5-.75

## EDUCATION

Doctor of Pharmacy Candidate. *University of California at San Francisco,*

expected June 0000

Bachelor of Science in Chemistry/ Bachelor of Arts in Chinese History. *University of Montana,*

May 0000

**Headings:** Bold and capitalize. Heading font size 1-2 size larger than text

**Highlight:** Indent, bold, capitalize and use bullets to highlight but be judicious in what you choose to highlight.

## PHARMACY CLINICAL EXPERIENCE

Oakland Hospital, *Pharmacy Clerk*

San Francisco, CA, January 0000-Present

- **Patient Population:** Diverse population of underserved populations, including bilingual/monolingual clients, homeless and limited income patients and the elderly.
- **Patient Education:** Limited basic one-to-one information focused on preventative care issues, including diabetes, high cholesterol, high blood pressure, osteoporosis.
- **Translation Experience:** Provide translation services for pharmacists working with Cantonese speakers; also able to provide assistance to Spanish-speaking patients.
- **Responsibilities:** Provide customer service to a wide variety of patients from diverse backgrounds. Learned to effectively manage patient interactions in a fast-paced, team-oriented environment.

**Fonts:** Times New Roman, Calibri, Cambria, Garamond, etc.

Walgreen's Pharmacy, *Pharmacy Volunteer*

San Francisco, CA, January 0000-March 0000

- **Patient Population:** Located in Chinatown area, served a range of mono- and bilingual Cantonese and mandarin speaking patients.
- **Patient Education:** Helped organize a diabetes outreach day
- **Translation Experience:** Used language skills to engage Cantonese speaking patients.
- **Responsibilities:** Provided efficient customer service in a demanding environment. Faxed and filed prescriptions. Performed inventory control and handled phone calls to doctor's offices as well as to individual patients.

**Font Size:** 10-12 font. With smaller fonts (e.g. Times) don't go below 11

## PHARMACY RESEARCH EXPERIENCE

UCSF Medical Center, *Cardiology Unit*, 0000 – 0000

*Principal Investigator:* Florence Nightingale

- **Project:** *Evaluation of Clinical Pharmacist Interventions on Medication Error Reduction: A Retrospective Study*
- **Goals:** Group research project with 2 other students involving chart reviews of 150 patients on the cardiology floor to assess the effect of clinical pharmacist interventions on medication error reduction.
- **Responsibilities:** Compared the accuracy of medications listed in pharmacy patient profiles and nursing medication administration records to physician orders; Quantified the discrepancies and categorized them by source and by drug class; Evaluated the effect of clinical pharmacist interventions in reducing discrepancies.

**Exclude:** Birth date, birth city, personal status photos

## UCSF COMMUNITY SERVICE AND LEADERSHIP EXPERIENCE

Project coordinator, *UCSF Children's Health Awareness Project*

0000-Present

- **Initiatives/Achievements:** Along with two other leaders, responsible for planning and executing group participation in health fairs, community center presentations. Additionally we are launching a children's health-issues lecture series.

Social Chair and Spring Festival Co-Chair, *UCSF Health Professions Student Association*

0000-Present

- **Initiatives/Achievements:** Responsible for planning the group's largest annual event, including sponsorships, publicity, volunteer recruitment as well as organizing program, dinner and sponsor fair.

Participant, *Student Leadership Development Series*

0000-0000

- **Initiatives/Achievements:** Attended skill-building workshops and lectures in the Student Leadership Development Series. Developed skills in leadership, interpersonal communications, and teamwork. Learned to deal with situational problems involving ethics and racial diversity.

**Upload:** A PDF version of your document to retain formatting (when applicable)

**Length:** 1-2 pages for resume, 1-8 for CV  
**Numbering:** Put your name & page # on 2<sup>nd</sup> page