

# PHARMACY AND HEALTH PROFESSIONS RESUME/CV GUIDE



**Examples and guidance in  
constructing a well-made resume.**

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**UNT Health**  
FORT WORTH

**CAREER  
READINESS CENTER**

## FAQ

### What is the difference between a resume and a CV?

A resume is a concise, tailored document used for most jobs, internships and professional opportunities. It highlights the most relevant education, experience, skills and accomplishments for a specific role.

A CV, or curriculum vitae, is a more detailed document used for academic, research, clinical, higher education, fellowship, grant or some international opportunities. It may include research, publications, presentations, teaching, clinical experience, certifications and professional service.

**In general:** a resume is brief and targeted; a CV is longer and more comprehensive.

### How long should my resume or CV be?

Most student and early-career resumes should be one page. A two-page resume may be appropriate if you have extensive relevant experience, clinical training, research, publications or several years of professional work history.

A CV can be longer because it provides a fuller record of your academic and professional background. The length depends on your experience and the purpose of the CV.

### What sections should I include?

Most resumes should include contact information, education, experience and skills. Additional sections may include certifications, clinical experience, research experience, volunteer experience, leadership, projects, relevant coursework, honors, presentations, publications or professional memberships.

A CV may include many of the same sections but often gives more detail about academic, research, clinical, teaching, publication, presentation and service experiences.

### What should be included in my contact information?

Include your name, phone number, professional email address, city and state, and a LinkedIn or professional portfolio link, if relevant. You do not need to include your full street address.

### Should I use a template?

It is best to avoid highly designed templates, especially those with columns, text boxes, graphics, icons, photos or unusual fonts. These can be hard to edit and may not be read correctly by applicant tracking systems.

A clean document created in Microsoft Word is often the safest option. Use clear headings, consistent spacing and a professional font.

### What is an applicant tracking system or ATS?

An ATS is software employers may use to collect and scan application materials. To make your resume more ATS friendly, use standard section headings, include keywords from the job description, avoid graphics or complex formatting, and save the final version as a PDF unless another format is requested.

## What font and formatting should I use?

Use a professional, easy-to-read font such as Calibri, Arial, Times New Roman, Georgia, Garamond or a similar style. Body text is usually 10- to 12-point font. Keep formatting consistent throughout the document, including spacing, bullet style, dates and headings.

## What counts as experience?

Experience can include paid work, internships, clinical rotations, field placements, research, volunteer roles, leadership, student organizations, major course projects, shadowing and community involvement.

If the experience helped you build relevant skills or knowledge, it may belong on your resume or CV.

## How should I write bullet points?

Begin each bullet with a strong action verb and focus on what you did, how you did it, and why it mattered. A helpful formula is:

Action verb + task or responsibility + result, purpose or impact

Whenever possible, include numbers, tools, populations served, outcomes or other details that show scope and impact.

## What should I include in my skills section?

Include concrete, teachable skills such as software, data analysis tools, laboratory skills, clinical skills, languages, certifications, research methods, technical platforms or electronic health record systems.

Avoid vague soft skills like “hardworking” or “team player.” Instead, show those qualities through your experience bullets.

## Should I include my GPA, coursework or study abroad?

Include your GPA if it is strong, usually 3.0 or higher or if the application requests it. Relevant coursework can be helpful if it connects directly to the role or if you have limited experience. Study abroad may be included if it demonstrates cultural awareness, language skills, adaptability, global perspective or experience with diverse populations.

## Should I include high school information or personal details?

High school information is usually removed after your first year of college unless it is highly relevant or especially significant.

Do not include personal information such as age, marital status, photo, religion, political affiliation, Social Security number or unrelated hobbies.

## How should I list dates?

Use one consistent format throughout the document. Common options include:

Month Year – Month Year

Semester Year – Semester Year

Month Year – Present

Year – Year

Consistency makes your document easier to read and more professional.

### **Should I tailor my resume or CV for each application?**

Yes. Tailoring does not mean rewriting everything. It means adjusting your section order, bullet points, keywords and skills so they match the opportunity.

Use the job description to identify important qualifications, responsibilities and keywords. Your resume or CV should make it easy for the reader to see your fit.

### **Should I include references?**

Do not include references directly on your resume. Prepare a separate reference page and provide it only when requested. Most applications ask for three to five professional references.

Always ask permission before listing someone as a reference, and send them your current resume and the job description so they can speak clearly about your qualifications.

### **What file name and file type should I use?**

Use a professional file name, such as:

LastName\_FirstName\_Resume

LastName\_FirstName\_CV

LastName\_FirstName\_Resume\_OrganizationName

Submit as a PDF unless the employer requests a Word document. Always open the final file before submitting to make sure formatting appears correctly.

### **How often should I update my resume or CV?**

Update your resume or CV regularly, especially after completing a new job, internship, project, certification, presentation, publication, leadership role or major accomplishment. Reviewing it once a semester or before each application cycle is a good habit.

### **Should someone review my resume or CV before I submit it?**

Yes. Proofread carefully and ask a career consultant, faculty member, mentor, supervisor or trusted professional to review it. A second reader can help catch errors, clarify wording and strengthen how your experience is presented.

# Writing Strong Experience Bullet Points

Bullet points communicate to the reader what you did, why you did it, and the results and impacts of your actions, going beyond day-to-day tasks.

Be specific and use quantifiable data when possible. Remember to double-check your verb tenses and avoid the usage of personal pronouns. Clinical bullets should focus on what you did, who you served and where you practiced.

## Bullet Point Formula

Action verb + Describe project/task + Describe outcomes/why

### Examples:

#### Weak Example

- Provided patient care

#### Strong Example

- Arranged direct patient care for up to five adult medical-surgical patients a day in an acute care hospital setting

## Sample Bullets

- Conducted patient assessments, including vital signs, pain evaluation and intake/output monitoring
- Provided medication administration under physician supervision
- Delivered patient education related to discharge planning and disease management
- Collaborated with interdisciplinary healthcare teams to support patient care plans

## Power Verbs

### Communication

Circulate  
Clarify  
Collaborate  
Communicate  
Compose  
Correspond  
Demonstrate  
Document  
Edit  
Engage

Exhibit  
Express  
Illustrate  
Interpret  
Interview  
Investigate  
Optimize  
Partner  
Pitch  
Plan

Present  
Promote  
Report  
Review  
Revise  
Summarize  
Syndicate  
Translate  
Transcribe

### Teaching/Advise

Counsel  
Demonstrate  
Display  
Encourage  
Enlist  
Ensure  
Grade  
Guide

Influence  
Instruct  
Introduce  
Lecture  
Mentor  
Program  
Provide  
Rate

Steer  
Support  
Teach  
Test  
Train  
Tutor

### Public Relations

Advertise  
Advocate  
Attend  
Coordinate  
Dispense  
Disseminate

Distribute  
Fundraise  
Launch  
Persuade  
Publish  
Recruit

Screen  
Target

### Interpersonal Relations

Accommodate  
Adapt Coach  
Collaborate  
Consult  
Converse  
Cooperate  
Critique  
Develop  
Encourage  
Familiarize

Form  
Foster  
Fulfill  
Implement  
Inform  
Interact  
Intervene  
Litigate  
Mediate  
Motivate

Negotiate  
Recommend  
Reconcile  
Rehabilitate  
Resolve  
Share  
Suggest

## Administrative/ Management

Accelerate  
Accomplish  
Achieve  
Administer  
Allocate  
Approve  
Benchmark  
Chair  
Command  
Compromise  
Consolidate  
Control

Delegate  
Direct  
Enforce  
Entrust  
Expedite  
Govern  
Improvise  
Initiate  
Institute  
Judge  
Lead  
Maintain

Manage  
Moderate  
Monitor  
Oversee  
Prioritize  
Regulate  
Streamline  
Strengthen  
Supervise

## Organization

Apply  
Assemble  
Arrange  
Categorize

Coordinate  
Establish  
Facilitate  
Group

Orchestrate  
Organize

## Numbers/Data

Account  
Appraise  
Audit  
Budget  
Calculate  
Collect  
Formulate  
Inventory  
Maximize  
Minimize  
Multiply

Project  
Purchase  
Record  
Reduce  
Solve  
Universal  
Act  
Apply  
Contribute  
Define  
Diagnose

Effect  
Eliminate  
Emphasize  
Navigate  
Offer  
Perform  
Register  
Respond  
Serve

**Sample Physical Therapy CV****DPT Student Name**

Fort Worth, TX | DPTStudent@gmail.com | (817) 000-0000

**EDUCATION****University of North Texas Health Fort Worth**

Doctor of Physical Therapy Expected

Completion May 2026

**Texas A&M University, College Station, TX**

Bachelor of Science in Health, Allied Health

May 2022

**CERTIFICATIONS****Emergency Care & Safety Institute Course, American Academy of Orthopaedic Surgeons**

November 2025

**A matter of balance: managing concerns about falls, coach**

January 2025 - April 2025

**RESEARCH EXPERIENCE****UNT Health, Fort Worth, TX**

Student Investigator

Name of Study

December 2024 - Present

**CLINICAL EXPERIENCE****John Peter Smith Hospital, Fort Worth, TX**

Outpatient orthopedic intern, 240 hours

October 2025 - December 2025

Obtained full subjective and objective evaluations to determine diagnosis and prognosis of various patients

Established a basic, safe and effective plan of care in collaboration with the patient

**RELEVANT EXPERIENCE****Seniors Assisting in Geriatric Education, Fort Worth, TX**

Student Physical Therapist Team Member

March 2025 - March 2026

Applied classroom education in the context and care of an older adult within an interprofessional student healthcare team

Obtained patient history, performed interviews and conducted physical exams on assigned senior mentor

Demonstrated application of cognitive assessments, home safety and discussed community resources

**St. Joseph Rehabilitation Center, Bryan, TX**

Inpatient physical therapy volunteer, 44 hours

February 2023 - December 2023

**Spine Team Texas, Southlake, TX**

Physical therapy volunteer, 68 hours

June 2022 - January 2023

**Brazos Valley Sports Medicine, College Station, TX**

Physical therapy volunteer, 63 hours

August 2022 - December 2022

**LEADERSHIP ROLES****UNT Health PT Club**

President

August 2023 - May 2024

Served the club through outreach to donors, benefactors, former students and peers

Spoke at a formal benefactor appreciation dinner about the positive impact and influences of the club

Sample Lifestyle Health Sciences and Coaching Resume

Your Name

(817) 735-0000 | Fort Worth, TX | email@unthealth.edu | LinkedIn.com/in/yourName

EDUCATION

UNT Health, Fort Worth, TX

Master of Science in Lifestyle Health Sciences and Coaching Expected Graduation: May 2026

Texas Christian University Fort Worth, TX

Bachelor of Science in Kinesiology

Graduated: May 2024

Minor: Psychology

GPA: 3.89

Honors & Awards: Dean's List, Phi Kappa Phi, President's Scholarship

EXPERIENCE

UNT Health | Health Coaching Practicum, Fort Worth TX

Health & Wellness Coach Intern

January 2025 - Present

Conduct individualized coaching sessions using motivational interviewing and goal-setting frameworks

Develop personalized behavior change plans focused on nutrition, physical activity and stress management

Utilize assessment tools and progress tracking to monitor client success over eight-week cycles

UNT Health - Community Health & Wellness Office, Fort Worth, TX

Graduate Assistant, Coaching Initiatives

August 2024 - Present

Coordinate virtual wellness workshops and lifestyle education series for students and staff

Create client resource guides aligned with the American College of Lifestyle Medicine pillars

Distribute satisfaction surveys and integrate feedback into program improvements

YMCA of Fort Worth, Fort Worth, TX

Health & Wellness Associate

May 2023 - August 2024

Facilitated group classes in beginner fitness, stress management and goal-setting techniques

Supported community health fairs offering biometric screenings and wellness consultations

Delivered one-on-one coaching to members pursuing weight loss or chronic disease prevention goals

RESEARCH & PROJECTS

UNT Health, Fort Worth, TX

Client Behavior Change Project

September 2024

Created a coaching plan for a mock client based on lifestyle assessment data

Led weekly coaching sessions and tracked progress using SMART goals

Reflected on challenges and progress using coaching supervision journals

ACTIVITIES & LEADERSHIP

UNT Health Wellness, Peer Mentor

August 2024 - Present

UNT Health Center for Student Life, Orientation Leader

May 2025 - August 2025

TCU HealthyU Student Club, President

August 2022 - May 2024

**CERTIFICATIONS****Wellcoaches® Health & Wellness Coach**

April 2026

**CPR/AED and First Aid, American Heart Association**

April 2026

**Mental Health First Aid**

September 2024

**PROFESSIONAL MEMBERSHIPS****National Board for Health & Wellness Coaching, Member American College of Lifestyle Medicine, Member Texas Public Health Association, Member****TECHNICAL SKILLS****Health Platforms: Wellcoaches Connect, MyFitnessPal, Zoom Health Coaching****Software: Microsoft Office Suite, Canva, Qualtrics, Google Workspace****Assessment Tools: Readiness Rulers, Lifestyle Risk Questionnaire**

## Sample Clinical Nutrition Resume

**Your Name**

**Email, Phone Number, City, State**

### EDUCATION

#### UNT Health Fort Worth

Master of Science in Clinical Nutrition

Graduation: May 2029

#### University of Texas at Austin

Bachelor of Science in Nutrition, Magna Cum Laude

Honors Thesis: Nutrition Access in Rural Texas Regions

Graduation: May 2024

### SUPERVISED PRACTICE ROTATIONS

#### Clinical Rotation, Site Name

City, State, Month Year – Month Year

Assisted with nutrition assessments for patients in inpatient or outpatient settings

Reviewed medical records, lab values, medications, diet orders, weight history and nutrition risk factors

Surveyed and supported dietitians in developing nutrition care plans and patient education

Practiced professional communication with patients, families, and healthcare team members

#### Community Nutrition Rotation, Site Name

City, State, Month Year – Month Year

Supported nutrition education, outreach and wellness programming for community members

Created or delivered evidence-based nutrition resources for diverse populations

#### Food Service Management Rotation, Site Name

City, State, Month Year – Month Year

Observed food service operations, menu planning, food safety procedures, inventory and staff workflows

Applied food service management principles in a healthcare, school or community setting

### RELEVANT PROJECTS

#### Medical Nutrition Therapy Case Study

UNT Health

Month Year

Completed a comprehensive nutrition assessment and care plan for a patient case involving [condition]

Analyzed anthropometric, biochemical, clinical and dietary data to identify nutrition diagnoses

Developed evidence-based interventions, monitoring criteria and patient education recommendations

#### Community Nutrition Education Project

UNT Health

Month Year

Designed nutrition education materials for [population/topic]

Translated evidence-based recommendations into accessible language for public or patient use

Addressed barriers related to food access, health literacy, culture or behavior change

**WORK EXPERIENCE****Job Title**

Organization Name, City, State

Month Year – Month Year

Use this section for paid work such as dietary aide, medical assistant, patient care tech, wellness coach, research assistant, food service worker, personal trainer, pharmacy tech, receptionist in a clinic, etc.

Focus bullets on transferable skills and what you did, why you did it and how you did it

**CERTIFICATIONS & TRAINING****ServSafe Food Handler Certification**

Year

**CPR/AED Certification**

Year

**HIPAA Training**

Year

**CITI Research Training**

Year

**Mental Health First Aid**

Year

**PROFESSIONAL AFFILIATIONS****Student Member, Academy of Nutrition and Dietetics****Member, Texas Academy of Nutrition and Dietetics****Member, Student Nutrition Association**

**Sample Doctor of Pharmacy CV****Name, PharmD Candidate****Email | Phone Number****EDUCATION****Doctor of Pharmacy**

University of North Texas System College of Pharmacy (HSCCP)

Graduation Month Year  
Fort Worth, TX**Degree Earned (if acquired) or Prerequisites**

Name of School

Graduation Month Year  
City, Abbreviated State

Summa cum laude or cum laude designations as appropriate

**WORK EXPERIENCE****Pharmacy Job Title**

Place of Work (Store #)

State

Month Year – Present  
City, Abbreviated

Supervisor: Name and Credentials

**Non-Pharmacy Job Title**

Place of Work

Supervisor: Name and Credentials

Month Year – Month Year  
City, Abbreviated State**Advanced Pharmacy Practice Experiences (6 weeks)**

Type of APPE Rotation

Month Year – Month Year  
City, Abbreviated State

Preceptor, Credentials

Include bulleted descriptions of UNIQUE opportunities you had on rotation  
(if none, do not put bullets)**INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (WEEKS)****Type of IPPE Rotation**

Preceptor, Credentials

City, Abbreviated State  
January 2024Include bulleted descriptions of UNIQUE opportunities you had on rotation  
(if none, do not put bullets)**RESEARCH EXPERIENCE****Project Title**

Role

Co-investigators

Month Year – Month Year  
Location**LIMITED DISTRIBUTION PUBLICATIONS****Title**

City, Abbreviated State

Mentor/Preceptor/Distributed/Presented to

Month Year

**PEER-REVIEWED PUBLICATIONS****Authors. Title. Journal. (if published – write full citation, if not published – write one of the following: 1) submitted or 2) manuscript in progress** Month Year or Anticipated Submission**POSTER PRESENTATIONS****National****Title**

Authors/Meeting/Event, City, Abbreviated State

Month Year

**PROFESSIONAL PRESENTATIONS****National:****Title**

Month Year

Authors/Meeting/Event/Location:City, Abbreviated State

**Regional:****Title**

Month Year

Authors/Meeting/Event/Location:City, Abbreviated State

**TEACHING EXPERIENCE****Lecture or Laboratory Session Title**

Month Year

Course Number and Title (if applicable)

City, Abbreviated State

Preceptor or Supervisor, Credentials

**MEDIA****Podcast Name or Website Name**

Episode # and/or title

URL

Co-authors or Co-presenters:

**PROFESSIONAL ORGANIZATION INVOLVEMENT****National:****Organization**

Year – Present

Leadership role within the organization if applicable

**Regional:****Organization**

Year – Present

Leadership role within the organization if applicable

**Local:****Organization**

Year – Present

Leadership role within the organization if applicable

**HONORS AND AWARDS****Award**

Organization or Place that awarded

Year

**COMMUNITY SERVICE****Volunteer Opportunity**

City, Abbreviated State

**LICENSES AND CERTIFICATIONS****Organization**

License or Certification Title (License # if applicable)

Month Year

**SPECIAL SKILLS****Skill**

Information on Skill if Applicable

**Patient Interpreter (Spanish)**

Certified by Anne Arundel Medical Center Maria Lindemann, Patient Advocacy