Application Material Resources

Whether applying for jobs, fellowships or residencies having professional and error free materials is important. Your application materials are how you make your first impression. This resource includes information about:

- Curriculum Vitae (CV)
- Letter/Statement of Intent
- Letters of Recommendation
- Transcripts
- Interviews (pre to post)

Review these tips for how to put your best foot forward! For those considering a residency or fellowship also review the Residency and Fellowship Tips and Timeline PDF.

Curriculum Vitae (CV)

Having a polished CV is important. This should be an overview of your professional work experience, educational background, research, honors/awards, and volunteer experiences. It should be a living document which you routinely update. See ACCP's Curriculum Vitae Pearls for suggestions on what content to include. ACCP also has great CV resources, including templates, suggestions and an on demand CV and Letter of Intent service that you can use! Lastly, the WSU Academic Success and Career Center also provides resources about resumes and CVs.

During your time in the PharmD program you will submit your CV for review annually as part of your Continuous Professional Development activities. However, beyond this seek out others to review your CV, friends in the PharmD program, faculty, staff, or other mentors you may have. Always have at least one person in the pharmacy world review your CV. Some organizations will take you out of consideration for simple errors and lack of detail to attention.

There are many samples you can find online, however make sure they are specific to pharmacy. Reach out to a CPPS Advisor for samples. There are many guides and formats online, below are some considerations when reviewing yours:

- Review grammar, punctuation, and tenses (i.e., past tense or present tense).

- Read your items aloud to yourself, this makes you slow down, and you will find errors you may not have noticed originally.

- Make sure formatting is consistent.

- Your CV is not the time to have wild formatting, fonts, and colors, you do not want a reviewer's take away to be the eclectic nature of your CV, you want your experiences to shine.

- Include your rotations as experiences beyond actual paid work experience!

- Have multiple parties review your CV, cover letters/letter of intent, and other written prompts.

- Give reviewers plenty of time to get back to you and incorporate their suggestions.

Cover Letter & Letter of Intent

A cover letter and a letter of intent are similar documents, with a few differences. Generally speaking:

- **Cover Letters:** This is a letter that often accompanies your CV. Include how you meet the requirements of the posting, highlight applicable experiences and showcase why you are a great candidate.

- **Letter of Intent/Statement of Intent:** A letter of intent is similar to a cover letter, however this generally focuses more on what you can bring to the program and how it aligns with your long-term interests. Always highlight what you will bring to their program, why you are an asset! Resources:
  - University of California San Francisco [Dissected Residency Letter of Intent Sample](#)
  - University of California San Francisco [Dissected Fellowship Letter of Intent](#)
  - Chapman University [How to Write a Letter of Intent](#)

When reviewing your letter consider:

- Review the grammar and punctuation, errors matter. Some programs will remove you from consideration for lack of attention to detail, it's an easy "weed out" tool.

- Individualize each letter, blanket letters are incredibly easy to spot by reviewers and is a turn off. Customize it to suit the program.

- Read your document aloud to yourself, this makes you slow down, and you will find errors you may not have noticed originally.

- Have multiple parties review your CV, cover letters/letter of intent, and other written prompts.

- Give reviewers plenty of time to get back to you and incorporate their suggestions.

- Be sure to answer any prompts the program may have specified in their application.

Letters of Recommendation

Think carefully about past faculty, supervisors/preceptors you may want to request to write a letter of recommendation for you. These are character references that can play a significant role in providing insights as to how you are as a learner, worker, and colleague. Some individuals may decline to write one. Be sure to ask individuals that have recent experiences with you that can speak to your pharmacy knowledge, skills and leadership.

Make this as easy as possible on recommenders! Provide a recommender with the following:

- Advanced notice, ideally at least 1 month

- Your CV

- Any prompts they need to answer

- How they are supposed to submit the recommendation, online versus being emailed directly to a particular address. Often it must be submitted directly by the recommender and not the applicant.
- Share with them why you are interested in the program, how it meets your long-term goals and any unique things about you that may be helpful to include

Send friendly reminders to your recommender periodically, you want to make sure deadlines are not missed. Most will appreciate nice reminders of upcoming deadlines.

Transcripts

Programs will require a current transcript. Be mindful of when you order your transcript and when fall term grades are posted. To meet your deadline, you may need to order a transcript prior to grades posting and then order a second transcript after grades post.

The WSU academic calendar lists when fall grade submissions are due, grades post the following day.

See transcript ordering information on the graduation & licensure webpage on how to submit electronic requests. Beyond this electronic ordering portal you can also use the alternative method to submit a paper request form directly to the Spokane Registrar, additional information about submitting a paper request form is below:

- You will submit the PhorCAS coversheet with the transcript request
- Requests can be held until grades post
- This process takes a few more days than the electronic/online option
- Contact spok.reg@wsu.edu if you have transcript questions

If you need a letter (for PhorCAS or other) describing the CPPS H/S/F grading model as well as your sixth semester CAP, please email Pharmacy.StudentServices@wsu.edu to request a copy of your letter.

Interviews

Getting an interview is a big achievement and should be celebrated, however the work is not done yet! There is plenty of preparation to do in advance of your interview to set yourself up for success. Below are some considerations and tips to keep in mind.

Many interviews have shifted from in-person to utilizing web meeting platforms. If given the option, opt for an in-person interview if is feasible. This allows you to get a different sense of the programs' location, environment, and to connect in different ways with those conducting your interview.

When scheduling your interviews be sure to minimize time away from APPE rotation sites. Interview on a Monday or Friday (if possible) so you have some travel time over a weekend that would be best. Preceptors and sites want to support students and these opportunities. Keep in mind that it is all in how you approach it, do not state you will be away, but rather ask to have time off for the opportunity.

There is an absence policy in the APPE manual and should there be any concerns Experiential Services can help. Always reach out to your preceptors as early as possible to ask about being away and to inquire about how best to make up that time.

Utilize the additional tips below to navigate your interview.

Pre-Interview

- Consider your online presence, review what social media is publicly available (e.g., LinkedIn, Facebook, Instagram, etc.) and make sure it is professional.

- Do a deep dive into the program and organization. Review their specialties, mission statements, and if you have the name of those that will be interviewing you look them up online to see about their research interests and background. Prioritize the questions you most want to have answered while you are interviewing.

- Think of questions you can ask during the interview about their program, the culture, characteristics they are looking for, questions about the city, their decision timeline, etc. Asking questions shows you are engaged!

- Ask our faculty experienced with residencies to conduct a mock interview for you.

- Research behavioral based interview questions and the STAR response format.

- Prepare a list of experiences that you may want to draw on when answering interview questions. You can bring this list with you during interviews.

- Make sure you have professional attire for your interview.

- If interviewing using a web platform check:

    – Ensure that you have the link several days in advance of your interview, if not follow-up.

    – Make sure your computer is updated (platforms like Zoom update frequently) and log on early in case of last-minute updates.

    – Be thoughtful about your background/surroundings and make it professional.

    – Keep family and pets out of the room when possible.

    – Test your technology in advance! Make sure your video, microphone and lighting is sufficient (most platforms have a tool to test audio).

    – If you are going to be taking any notes or reviewing any notes let them know that at the beginning so they know and you do not appear distracted.

    – Review your user profile photo and name that will display.

During the interview

- Find opportunities to ask the interviewers the questions you prepared or tie in some information you researched in your answers to show your interest.

- If you bring along a list of your past experiences to have available during the interview be sure to ask the interview panel if it is OK for you to have that out.

- Use interviewer names when possible, and always use formal titles, e.g., Dr., unless they tell you otherwise.
- Make eye contact. It is okay not to sustain constant eye contact, but people will connect with you more if you are not always looking away.

Post Interview

- Send a thank you note (email is fine). Remember to review for errors, every communication matters!
- Digest your interview, make notes about your takeaways.

WASHINGTON STATE UNIVERSITY
College of Pharmacy and Pharmaceutical Sciences