

University of California, San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences
Student CV Instructions

To assist you in preparing a professional curriculum vitae for intern jobs, residency applications, or scholarship applications and other uses, the UCSD SSPPS faculty have developed a Student CV template, a Sample Student CV and a sample cover letter to accompany your CV when preparing your application materials.

Save the Student CV template to your computer. To start your personal CV, use the “save-as” feature to save your personal CV to your computer without overwriting the original template. Rename this new document and with your name and CV. Note that the Student CV template is simply a guideline. Create your CV to highlight your personal situation and activities. Sections can be moved around to highlight your strengths. Unused sections should be deleted - but you will have the Student CV template to refer back to should you need to add sections in the future. Also make sure to delete the disclaimer and the instructions that are embedded in the template.

The Sample Student CV is a compilation of several student's CV's. It is not meant to represent one student and is not an expectation for you. It is to provide examples of how to represent and format your activities.

The faculty advisors have agreed to be available to meet with their student advisees to review their CVs. If you wish to take advantage of this offer, please contact your advisor. First year students should meet with their faculty advisors and submit a CV to them for review during Fall quarter. We understand that there may not be very much to include at this early stage of your career, but we want you to begin the process of documenting your activities.

Once the CV has been started, you should keep it up to date as you participate in school and professional activities. Record your activities as they take place to ensure accuracy and do not rely on your memory at some time in the future. You will likely forget some things and shortchange your chances for a residency or job.

Remember that this will be a student CV. Once you have entered a residency or started your first job, the CV will need to be revised and sections such as IPPEs, APPEs and Meetings Attended should be removed.