Residency Preparation Session

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Professor and Vice Chair for Residency Programs
Dallas Campus Regional Dean

AND

Krystal L Edwards, PharmD, FCCP, BCACP
Professor and Associate Dean for Career Development

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
School of Pharmacy
Topics to Cover

• General information about residencies
• Review the important websites
• Discuss the PHORCAS system for residency applications
• Review contents and clinical pearls about creating your Curriculum Vitae
• Writing a meaningful letter of intent
• How to select letter of recommendation writers
PGY-1 Residency Purpose Statement

• PGY1 pharmacy residency programs build on Doctor of Pharmacy education and outcomes to contribute to the development of clinical pharmacists responsible for medication-related care of patients with a wide range of conditions, eligible for board certification, and eligible for postgraduate year two (PGY2) pharmacy residency training.
Types of PGY-1 Residencies

- Post Graduate Year 1 (PGY-1)
  - Pharmacy Practice
  - Community
  - Managed Care

- 24 month programs
  - Combined PGY-1 and PGY-2
    - Pharmacotherapy
    - Drug information
    - Informatics
    - Administration (typically include MS or MBA degree)
What will you do?

• Required competencies:
  – Direct patient care
    • Inpatient care
    • Primary / Ambulatory care
  – Advancing Practice and Improving Patient Care
    • Drug information, MUEs, projects
  – Leadership and management
  – Teaching, Education, and Dissemination of Knowledge
    • Presentations, CE program, in-services, precepting
PGY-2 Residency Purpose Statement

• Build on Doctor of Pharmacy (Pharm.D.) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in advanced or specialized practice.

• Provide residents with opportunities to function independently as practitioners by conceptualizing and integrating accumulated experience and knowledge and incorporating both into the provision of patient care that improves medication therapy.

• Residents who successfully complete an accredited PGY2 pharmacy residency should possess competencies that qualify them for clinical pharmacist and/or faculty positions and position them to be eligible for attainment of board certification in the specialized practice area (when board certification for the practice area exists).
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• Residents who successfully complete an accredited PGY2 pharmacy residency should possess competencies that qualify them for clinical pharmacist and/or faculty positions and position them to be eligible for attainment of board certification in the specialized practice area (when board certification for the practice area exists).
Types of PGY-2 Programs

- Administration
- Ambulatory care
- Cardiology
- Community
- Critical care
- Drug information
- Emergency medicine
- Geriatrics
- Hematology-oncology
- Infectious diseases
- Internal medicine
- Managed Care
- Nephrology
- Nuclear pharmacy
- Nutrition support
- Palliative Care / Pain management
- Pediatrics
- Pharmacoeconomics
- Pharmacokinetics
- Pharmacotherapy
- Psychiatry
- Transplantation
Residency Accreditation

• ASHP Commission on Credentialing
  – Formal peer-review process
  – Based on accreditation standards
  – Involvement from other pharmacy organizations
    • AACP
    • ACCP
    • AMCP
    • APhA
Questions

How do I find if programs are accredited?

Should I avoid programs that are not accredited by ASHP?
Why should I do a residency?

• Advantages in the job market
  – Pre-requisite
  – Preference over non-residency trained applicants

• Developing a professional network
  – Co-residents
  – Preceptors
  – Administrators

• Professional development
  – Experience multiple practice setting at one location
  – Continual feedback to improve clinical skills

https://www.ashp.org/Professional-Development/Residency-Information/Student-Residency-Guide
What will I do in a residency?

• Concentrated learning experiences
  – Similar to P4 rotation schedule
  – Longitudinal (year long) experiences
• Residency project
• Drug information
• Administration
• Formal presentations and in-services
• Teaching
• Professional meetings
Other Residency Activities

• Staffing
  – 1-2 weekends a month is typical

• Teaching
  – Precepting students on rotation
  – Participation in small group discussions (i.e. case studies)

• In-services, journal clubs, formal presentations
  – Pharmacy, nursing, and medical staff

• Code Blue Team participation

• On-call program participation
  – 24-hour in-house or off-site pager
Question

What is the average annual salary of a pharmacy resident?

a) $0
b) $15,000
c) $30,000
d) $45,000
Residency Benefits

• Stipend $40,000 to $50,000 annually
• Benefits
  – Health insurance
  – Retirement investment opportunities
  – Vacation & sick leave
  – Lab coats, business cards, discounts to bookstores or athletic events, parking
  – Malpractice insurance
  – Computer & photocopy access
  – Travel money for meetings
Question

What GPA is required to apply for a pharmacy residency?

a) 100
b) 95
c) 90
d) 85
e) 80
Frequently Asked Questions

• What are some key qualifications?
• How important are grades?
• Can I only do a residency immediately upon graduation?
• How many residencies should I apply to?
Key qualification examples

- Grades
- Letters
  - Intent
    - Spelling / grammar
  - Recommendation
- Goals / interests
- Work experience

- Presentations
- Honors / awards
- Leadership
- Publications
- Volunteer work
- Community service

https://www.ashp.org/Professional-Development/Residency-Information/Residency-Program-Directors/Helpful-Tools
Residency Search Considerations

• Geographical considerations
  – Are you willing to relocate?

• Interest areas
  – Does the program have specialists or specialty residencies in these areas?

• Size of program
  – How many residents?

• Types of practitioners
  – Faculty versus clinical pharmacists
How to find programs

• On-line resources
  – SOP Office of Residency Programs website:
    • http://www.ttuhsc.edu/pharmacy/residencies/studentlinks.aspx
  – ASHP residency directory
  – ACCP residency and fellowship directory
    • https://www.accp.com/resandfel/index.aspx

• ASHP Midyear Clinical Meeting
  – December 2-6; Anaheim, CA
  – Residency showcase
  – Personnel Placement Service (PPS)
# Regional Residency Showcases

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Location</th>
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<tbody>
<tr>
<td>October 20</td>
<td>AASHP Annual Seminar</td>
<td>Austin</td>
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<tr>
<td>October 25</td>
<td>CTSHP Seminar Residency Showcase</td>
<td>San Antonio</td>
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<tr>
<td>October 27</td>
<td>South Plains Pharmacy Symposium</td>
<td>Lubbock</td>
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<tr>
<td>November 2</td>
<td>UH Residency Showcase</td>
<td>Houston</td>
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<tr>
<td>November 12</td>
<td>DFW Residency Showcase</td>
<td>Dallas</td>
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</tbody>
</table>
Application process

• Standardized application process
  – Basic demographics
  – Verified transcripts
  – Letter of intent
  – CV
  – References
  – Extracurricular information
  – Program supplemental information (optional)

• Opens late October/early November

• Fees: $100 for first 4 programs
  – Additional are $40 each

• https://portal.phorcas.org/
Application deadlines

• Late December to mid-January

• Most programs by January 15

• Pay close attention!
  – Programs may extend deadlines
  – Late applications will not be accepted
On-site interview

• Programs will invite you to interview on-site

• Little to no monetary support
  – May offer for you to stay with a current resident

• Prepare for a long day
  – Read up on the program and institution
  – Professional dress
  – Professional behavior
    • Turn off cell phones
  – Take notes
On-site interview

• Prepare for common interview questions
  – Make sure you know answers (esp. on CV)
  – Email presentation in advance and/or bring copies of slides as handouts
  – ALWAYS ask questions, even if already asked another person at the program

• Send thank you letters after interview
  – Program director
  – Also consider preceptors / residents
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:30 – 9:30 am</td>
<td>Breakfast with Residency Program Director</td>
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<tr>
<td>9:30 – 10:15 am</td>
<td>Interview with Director of Pharmacy</td>
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<tr>
<td>10:15 – 11:00 am</td>
<td>Interview with ICU Clinical Specialist</td>
</tr>
<tr>
<td>11:00 – 11:30 am</td>
<td>Interview with Drug Information Specialist</td>
</tr>
<tr>
<td>11:30 am – 1:00pm</td>
<td>Lunch and Tour with current residents</td>
</tr>
<tr>
<td>1:00 – 1:30 pm</td>
<td>Presentation</td>
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<tr>
<td>1:30 – 2:00 pm</td>
<td>Interview with Medicine Clinical Specialist</td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td>Interview with Infectious Disease Clinical Specialist</td>
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<tr>
<td>2:30 – 3:00 pm</td>
<td>Interview with Pediatrics Clinical Specialist</td>
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<tr>
<td>3:00 – 3:45 pm</td>
<td>Panel interview</td>
</tr>
<tr>
<td>3:45 – 4:15 pm</td>
<td>Wrap up with Residency Program Director</td>
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Residency Match

• Designed to reduce pressure on the applicant
• Equality for all programs
• Binding agreement between the program and the applicant
• Important dates:
  – November 2018          Registration opens
  – December 31, 2018      Registration deadline*
  – March 1, 2019          Phase I rank order lists due
  – March 15, 2019         Phase I match day
  – April 3, 2019          Phase II rank order lists due
  – April 10, 2019         Phase II match day

http://www.natmatch.com/ashprmp/
2018 Match Statistics: PGY-1

Number of applicants in the match = 5560
Positions offered = 3662
Positions filled = 3635 (65%)
Positions unfilled = 27
Applicants unmatched = 1898

• The good news:
  – 94% of matched applicants got their 1st or 2nd choice
What if you don’t match

• Phase II match
• Residency scramble process
• Consider working for 1-2 years, and then reapply
Curriculum Vitae

HOW TO SELL YOURSELF ON PAPER ...
CV Basics

• This is a representation of your professional career
• Highlights you!
• Make sure you know what’s on it
• Order of contents of CV should reflect individuals strengths and take into consideration experiences necessary for the position
  – Not identical to each others’
• Use action words when describing experiences
• Reverse chronological order
Set Up

• Standard 8 ½ X 11 inch bond paper
  – Make sure watermark is right side up
  – White, ivory, or light grey paper

• PDF – review for appropriateness when convert

• Maintain a one-inch margin at the top and bottom of each page

• Font: Black ink only
  – Conservative, 11-12 size font throughout (except name may be larger to stand out - 14-16)
    • Calibri
    • Times New Roman
    • Arial
## Contents of CV

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name as title</td>
<td></td>
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<tr>
<td>Contact information</td>
<td></td>
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<tr>
<td>Education</td>
<td></td>
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<tr>
<td>Specialized Training / Professional Licensure / Certification</td>
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<tr>
<td>Work experience</td>
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<tr>
<td>Clinical clerkship experiences</td>
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<td>Teaching experiences</td>
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<td>Publications / Posters</td>
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<td>Research experience / Scholarly activities</td>
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<td>Presentations</td>
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<td>Awards and Honors</td>
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<td>Professional memberships and leadership</td>
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<tr>
<td>Community service activities</td>
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</tbody>
</table>
To Begin

• Name (*include degrees*)
  – Curriculum vitae (below)

• Header/Footer on each page (except for the first page)
  – Name and page number
Contact Information

• Include current address
  – Include your email address
    • Try to avoid casual email address

• Telephone
  – Make sure you have a professional voicemail message
Ima P. Student

Curriculum Vitae

422 W. 89th St. Apt. B
Dallas, TX 75216

214-372-5300
Email: ima.p.student@ttuhsc.edu
Education

• Degree completion dates or anticipated completion date
• Major
• Institution attended
• GPA (personal preference and not required)

Doctor of Pharmacy - Anticipated May 2019 8/15- Present
Texas Tech University Health Sciences Center
School of Pharmacy
Amarillo, TX

Bachelors of Science in Chemistry 8/11 - 5/115
Minors: History & Biology
Texas Tech University
Department of Biochemistry & Chemistry
Lubbock, TX
Professional Licensure and Certifications

• Include licensure and certification numbers
• Date of certification and Expiration if applicable
• Who sponsored certification/licensure
• Should be near “Education” (or at the end separately as you progress & CV grows)

Texas Pharmacy Intern Certification (license # 25552) 9/16 - Present
-Certified by Texas State Board of Pharmacy (TSBP)

CPR/AED Certification 8/15 - Present
-American Heart Association

Student Pharmacist Immunizer - Anticipated May 2019 8/15 - Present
-Texas Tech University HSC School of Pharmacy
Pharmacy Intern/ Certified Pharmacy Technician 8/14-Present
Walgreen’s Pharmacy #542
Dallas, TX
Supervisor: James Green, Pharm.D.
• Counsel patients on new medications and recommended OTC agents
• Assist in prescription processing including – calling physicians and accepting new phone prescriptions
• Obtained manager training for a community retail pharmacy
Professional (Work) Experience

• Okay to include “past life”/non-pharmacy employment if shows:
  – Transferable skills
  – Leadership
  – Highlights unique abilities

• If past job – use past tense verbs
• If current position – use present tense verbs
Clinical Clerkships

• Rotation name
• Site (name and city/state)
• Preceptor (don’t forget titles; ex. BCPS, FCCP, BCACP)
• Brief description, highlighting accomplishments
  – May bring out in interview
• Include those completed and future

• Can include P1-P2 years but may not need significant description
• Recommend for dates - month/year with small notation
  *Rotations Conducted in 6 Week Intervals
Clinical Clerkship

Ambulatory Care Clerkship

Krystal Edwards, Pharm D, FCCP, BCACP, BCPS
Veterans Affairs North Texas Health Care System - Fort Worth
Outpatient Clinic: Fort Worth, Texas

• Conducted and documented phone and in-person patient interviews and develop appropriate interventions to optimize therapy for patients with diabetes, hypertension, hyperlipidemia, anticoagulation and heart failure.

• Educated patients about their disease states, medications and non-pharmacological methods of management.

• Presented journal articles and completed formal drug information questions.
Clinical Clerkships - Description

• Good examples:
  – Ambulatory Care Clerkship
    • Direct patient care, involved in the management of multiple outpatient disease states; primarily diabetes, hypertension, and dyslipidemia; journal club, drug information inquiries, SOAP note documentation

  OR

  • Provided direct patient care for management of patients with diabetes, hyperlipidemia and hypertension including performance of physical assessments.
  • Educated patients about their disease states, medications and non-pharmaceutical methods of management.
  • Presented journal articles and completed formal drug information questions.
Clinical Clerkships - Description

• Not so good example:
  – Ambulatory Care Clerkship
    • This rotation was one of the best experiences I have had throughout my P4 year. I spent so much time in clinic and enjoyed it. I used the Coaguchek machine to test the INR directly in the clinic. I was able to do detective work to seek out why the INR came back high or low, and was able to adjust the dose of warfarin as needed after discussing with my preceptor. I also spent a large amount of time talking to patients above adverse effects of warfarin, telling them to use a pillbox for compliance and safety purposes, and explaining the effects diet and other medication can have on the INR. It was a great rotation and influenced my decision to go into residency.
Teaching Experience
(may be under professional experience)

• Title of instructor level
• Course name & School (address)
• Supervisor
• Brief description

Teaching Assistant – Anatomy Lab Instructor  9-11/16
Texas Tech University Health Sciences Center School of Pharmacy
Amarillo, TX
Supervisor: Paul Lockman, Ph.D.
• Taught weekly cadaver anatomy labs to 140 first year pharmacy students
• Wrote exam questions
• Proctored weekly anatomy lab practicals
Publications / Posters

• List all publications in AMA style
• Include newsletters, case reports, original research


• Poster presentations (date similarly to side)


*** These will set you apart!!!
Research Experience

• List any research experiences
  – Ongoing projects
    • IRBs or QIs
  – Lab technician or project information
  – Data collection experience
  – Mentor (not required)

• Describe role on project

• Describe research skills developed

• Same as professional experience example

*** These will set you apart!!!
Scholarly Activities
(similar to research and could be in either place)

• List involvement in special projects and activities
• Examples:
  – DUE projects
  – Data collection role in study
  – Experiences in projects on rotations

Independent Research Project: Evaluation of Omega - 3 Fatty Acid Products 8/17- present

Faculty Mentor: Peanut Butter, Pharm.D., BCPS

• Role: Data collection and analysis
• Performing a retrospective chart review to compare the effects on triglyceride reduction in patients that received OTC fish oil products compared to those that received Lovaza®

*** These will set you apart!!!
Presentations

• List:
  – Titles
  – *Type, Audience, Location
  – Dates (similar to rest of CV)

• Include academic presentations to highlight communication skills
  – *Grand Rounds, seminars, in-services, P&T presentations
    • Make sure you are familiar with these in case you are asked questions
Presentations

Antiphospholipid Syndrome
In-service presented to clinical pharmacy faculty and residents at Texas Health Harris Methodist Hospital; Ft. Worth, TX  

9/18

Non-Hodgkin’s Lymphoma & Febrile Neutropenia
Grand Rounds presented to Pharmacy Faculty and Pharmacy Students at TTUHSC School of Pharmacy, Dallas, TX  

8/18
Awards and Honors

• Awards

• Competition placement
  – Ex. 1\textsuperscript{st} Place in TTUHSC School of Pharmacy Clinical Skills Competition

• Scholarships
  – Include criteria

• Achievements (ex. Dean’s List)
  – Include rationale (ex. maintained GPA>3.5)

• Recognitions (ex. Rho Chi Honor Society)
Professional Memberships

• List membership in organizations
  – National, State, Local, Student/school

• Leadership positions held and committee involvement (dates)
  – Can list in a separate section to highlight these skills/achievements
  – If listed together be sure to highlight leadership and committee involvement
Professional Membership and Leadership

Texas Tech Society of Health-System Pharmacists          8/15- present
  Community Service Committee Chair                    5/18- present

Texas Society of Health-System Pharmacists             8/15- present

American Society of Health-System Pharmacists          8/15– present

Panhandle Society of Health-System Pharmacists         8/15- present

University of Texas American Chemical Society         9/12-5/15
  Treasurer                                           9/14-5/15

Acts of Kindness, University of Texas                  10/12-5/15
Profession and Volunteer Activities

• List/describe volunteer and community service activities
  – Activities with student organizations
  – Health Fairs or other screenings
  – Local, state, or national levels
    • May want to include a description of events as well
Professional and Volunteer Activities

Medication Cleanout 11/17
• Collected medications from participants
• Separated controlled medications from
• non-controlled medications
• Administered surveys and entered into system

TTUHSC School of Pharmacy Health Fair 9/17
• Helped conduct free health screenings at TTUSOP – Blood pressure, BMI, cholesterol, and blood sugars

Texas Tech School of Pharmacy Leadership Retreat 8/16
• Identified personal strengths weaknesses, and leadership abilities
• Participated in activities to build upon current leadership skills
References

• Usually do not put at the end but have as a separate page and available upon request
More CV Basics

• List dates for each activity
  – Use similar format for dates throughout
    • All right or left hand column
• Use consistent headers/footers throughout
  – Name and page #
    • Not on first page
• Explain abbreviations or avoid using if too many
• Look at co-curricular (standards 3 & 4) for wording and “buzz phrases”
CV - Clinical Pearls

• Avoid excessive lines, graphics, shading, etc.

• Spelling or grammatical errors
  – Proof, proof, proof . . . . then proof again!!
  – Have numerous people review
    • Peers, faculty members, preceptors
    • At least 2 people review
CV - Clinical Pearls

• Ensure your curriculum vitae is easy to read (i.e., information is presented in a logical order and is easy to understand overall)

• Make sure you include correct and complete titles or all supervisors/preceptors (*potential references*)
CV - Clinical Pearls

• Do Not include information on events which occurred prior to entering pharmacy school except for education (degrees) unless it is unique (e.g. awards or offices held in organizations)

• Use past tense in descriptions (unless ongoing)

• Use third person when necessary

adapted from: http://www.accp.com/stunet/cvpearls.aspx#ctl00_pnlPurpose
CV - Clinical Pearls

• CV Turnoffs
  – Typographical Errors
  – Unusual Font - type is difficult to read
  – Unorganized or inconsistent formatting
  – Information is difficult to locate
  – Long descriptions used to delineate rotational responsibilities or position functions
  – Unusual and/or inconsistent paper colors or styles

Adapted from: http://www.accp.com/stunet/cvpearls.aspx#ctl00_pnlPurpose
Letters of Intent

HOW TO SELL YOURSELF ON PAPER – PART 2
Letter of Intent (LOI)

• Written by a student or resident who is trying to sell himself to a program to get a residency position or job.

• The purpose is a “sales pitch.” You are selling yourself and your abilities.
  – Highlights your qualifications and interests/goals for the program.

• Explaining how you match the program and what you can contribute to the program.

Adapted from: http://www.howtodothings.com/hobbies/a4531-how-to-write-a-letter-of-intent.html
LOI – Should Answer

1. Why are you pursuing residency
2. Why their specific residency program is a top choice
3. Your goals during a residency
4. Which of your skills and experiences will help you be successful in the program
5. Your future plans after residency (and how the training and experiences in this program will help you achieve those goals)

https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/PharmacyResidencyWritingALetterOfIntent.pdf
LOI – Rationale/Research

• Goal: get an onsite interview
• How: highlight aspects of your candidacy relative to the position and program
• Compliments and elaborates on your CV
• What is the program looking for:
  – Appropriate skills, abilities, and experiences for the residency program
  – Good communication skills
  – Your goals and interests match and complement what the program offers
Your first impression opens and closes doors of opportunities.

#ArikrishnanS

You will never get a second chance to make a first impression.

- Will Rogers

To find out your real opinion of someone, judge the impression you have when you first see a letter from them.

- Arthur Schopenhauer
LOI - Content

• Motivation for the position
  – Career goals covered
  – Matches programs strengths

• Shows you did research for program
  – Program’s goals and opportunities → specific facts and details

• Personalized to each program

• Flows logically and shows personal interest/insight
LOI - Format
(formal letter)

Date

Name of RPD (or coordinator)
Address

Dear Dr. ________,

LETTER CONTENT

Sincerely,

(3 lines blank for signature)

Your name typed out
LOI - Intro

• It should be addressed to a particular individual – typically the Residency Program Director (RPD) or sometimes coordinator
  – Be sure you have the correct and full address
**LOI - Content:**

**Paragraph 1**

- Introduce yourself, state position, explain how found and why applying (show effort for research into program)
  
  - “I am writing to express my interest in applying for the _____ ‘s PGY-1 pharmacy practice residency. This program has a strong reputation in ... OR I am applying to this program because...”

- If you learned specific details about the position during a preliminary discussion include the details of what drew you to this program or what made you apply specifically for this position in this paragraph.
  
  - at during a residency showcase or by email or phone discussion
LOI - Content:
Paragraphs 2 - 3

• Highlight your strengths, achievements, and experiences that match the program
  – State what are your strengths (i.e. what can you bring to the program)
    • Specify exactly what strengths you have that would make this the optimal program for you (highlight accomplishments both in your CV and in addition to what is in your CV)

• Include brief description of career goals (short & long term)
  – Include PGY2 residency
  – Clinical Pharmacist in (specialty field and location)
  – Certifications (ex. BCPS, CDE, CGP, etc.)
  – Adjunct faculty or faculty member
• **Strengths:**
  – Your clinical background experience
    • Ex. interested in cardiology → had internal medicine rotation, ambulatory care with cardiology, took cardiology elective course, etc.
    • Will have completed 12 six-week rotations which have taken place over my third and fourth years of education
  – Honor and awards
    • Why these make you unique/different
• **Strengths:**
  – Leadership and overall organizational involvement
    • How this experience will help in residency
    • Explain if you want to continue to be involved in professional organizations and/or community service in the future (including during residency)
  – Research/scholarly activities
    • How this experience will help in residency
• Why you think you match their program and can help to improve it or prosper in it.
  – What did you like about their program?
    • Specific rotations or broad experience of rotations and/or opportunities for electives
    • Teaching opportunities
    • Presentations
    • Research
    • Affiliations with schools, hospitals, clinics, etc.
  – If possible explain how each of these you highlighted will help you meet your goals and improve you
Closing – reinforce interest in position, indicate why you are a good fit, and thanks reader

Thank you for your time and efforts in reviewing my application materials. I appreciate your consideration for this PGY1 residency position at ________ as I feel I would contribute a high degree of commitment and motivation to the program. I am a strong leader with good clinical skills and feel I am great fit for your program. I look forward to hearing from you soon.
LOI - Content Overall

- Paragraph 1 – brief introduction & why/where applying
- Paragraphs 2 & 3 – may be combined: goals and strengths
- Paragraphs 4 – how you match program & are good fit
- Paragraph 5 – brief closing

Make it as personable and individualized as possible!!
LOI - PERSONALIZE

• After you write one, you basically have a template which should only need about 1-2 paragraphs which will need to be re-written per letter

• Make sure to **tailor** the letter to the specific program
  – You do not want to send a generic letter!!
  – Should be writing something different for each place depending on what interests you
  – Make sure information to check names of programs and person/address it is to if use same format for each
LOI – DO’s

• Proofread
  – Ask others to read for clarity and content
• Don’t be too verbose; keep concise
• Sell yourself
• List information about yourself that meets the requirements of the position
• Use action words to highlight your qualifications
• One page
LOI - AVOID

• DO NOT:
  – Be generic
  – Use bullets, lists, graphics, etc.
  – Use “buzz words”
  – Repeat CV (*compliments & expands upon*)
  – Be unprofessional with tone or style
  – Include long/detailed childhood, personal, and pre-pharmacy school experiences/information
  – Overuse “I” and “my” statements
Letters of Recommendation

WHO CAN HELP ME GET THE RESIDENCY I WANT?
Letters of Recommendation

• Who to ask
  – Does the program ask for specific people?
  – Who can best highlight how well-rounded you are?
  – Who can highlight your clinical abilities?
  – Who can highlight your leadership, community service, and overall professional involvement?
  – Who have you impressed?
Letters of Recommendation

• Someone that can speak to your best capabilities/qualities in the program you are applying to.
  – **P4 preceptor(s)** → clinical skills, professionalism and work ethics
    • Faculty or residency preceptor usually preferred unless preceptor is involved in residency interviews/application process
  – **Faculty advisor** for organization you were leader in or highly involved → highlight leadership & professionalism
  – **Mentor** (someone identified early on in school) → overall experience/character
Letters of Recommendation

– Faculty member *(needs to know you well and interacted professionally with along with knowing residencies)* → overall experience/character

– Direct supervisor on a project → character/work ethics

– Employer *(caution: may or may not be able to highlight skill set for residency program)* → character/work ethics
Letters of Recommendation

• Ask if the person will write you a positive letter and if they have ample time to write it
  – Give at least 2-3 weeks to write

• What materials do they need?

• When do they need it by?
  – Be sure to ask early and give time, especially around the holidays
Letters of Recommendation

• Standardized grid

<table>
<thead>
<tr>
<th>Program</th>
<th>Residency Program Contact Information</th>
<th>Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Institution</td>
<td>Holly Phillips, Pharm.D. Residency Director</td>
<td>01/02/2019</td>
</tr>
<tr>
<td>University of Colorado Hospital</td>
<td>University of Colorado Hospital Residency Director</td>
<td></td>
</tr>
<tr>
<td>Type of Residency:</td>
<td>University of Colorado Hospital Department of Pharmacy, Mail Stop F757</td>
<td></td>
</tr>
<tr>
<td>PGY-1</td>
<td>Leprino Building</td>
<td></td>
</tr>
<tr>
<td>Pharmacotherapy</td>
<td>12401 E. 17th Avenue</td>
<td></td>
</tr>
<tr>
<td>Has opportunity for PGY-2 in:</td>
<td>Aurora, CO 80045</td>
<td></td>
</tr>
<tr>
<td>Critical Care</td>
<td>Telephone: 720-848-6974</td>
<td></td>
</tr>
<tr>
<td>Number of residents: [4]</td>
<td>Email: <a href="mailto:holly.phillips@uch.edu">holly.phillips@uch.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
Level of interest:

This part is key to individualization of letters
Letters of Recommendation

• Remember to thank them after they submit

• Keep them up to date on your progress
  – Where did you get interviews
  – How did the interview go (optional)
  – How are you ranking (optional)
  – Where did you match
Summary
Sakai – Professional Affairs site

• Resources
  – Residency Information
    • Showcase Information
    • Programs
    • Letters of Intent
    • Letters of recommendation
  – CVs/Interviews
Timeline

• See “General Information Residency Applicant Month-By-Month Timeline”
  – Posted on site for “Tips for Obtaining Your Ideal Residency Position”
Conclusion

• Be prepared
• Talk to everyone that will listen
• Have fun with the process
• GOOD LUCK!

• Contact us anytime
  – steven.pass@tthusc.edu
  – krystal.edwards@ttuhsc.edu