

Student Pharmacist Professional Portfolio Checklist – Use in April/May

As you enter your final stretch of pharmacy school, the transition from Student Pharmacist to practicing Pharmacist is closer than ever and preparation is key. One of the most powerful ways to set yourself apart is by building a well-organized, student pharmacist professional portfolio that showcases your growth, skills, and accomplishments. Think of it as your personal highlight reel: a collection of documents, experiences, and achievements that not only prove what you've learned, but also position you for success in residency, job interviews, and beyond. This guide will provide a guide to help you create a portfolio that reflects your best work and supports your career goals.

1. Getting Started: Portfolio Setup

- Decide on format: digital (Google Drive, OneDrive, e-portfolio system) or physical binder.
- Create organized sections (tabs/folders) for:
 - CV & Career Documents
 - APPE Rotation Summaries
 - Case Logs & Interventions
 - Projects & Research
 - Presentations & Teaching Materials
 - Leadership & Service Activities
 - Awards & Certificates
 - Add a Table of Contents for quick navigation.
 - Include a brief Professional Statement/Philosophy at the beginning.

Sample APPE Student Professional Statement

"My interest in pharmacy began with a desire to connect science with patient care. Throughout my pharmacy education, I have developed a strong passion for clinical decision-making and patient advocacy. During my internal medicine APPE, I found fulfillment in collaborating with an interdisciplinary team to optimize medication therapy and improve patient outcomes. Additionally, my experience in community pharmacy strengthened my ability to communicate with diverse patient populations and address medication access barriers.

As I prepare to transition from student to pharmacist, I am eager to pursue a residency that will further refine my clinical knowledge, teaching skills, and leadership abilities. My ultimate goal is to serve as a clinical pharmacist in an academic medical center where I can contribute to patient care, mentor future pharmacists, and engage in practice-based research. I believe my strong work ethic, adaptability, and dedication to patient-centered care will make me a valuable member of any healthcare team."*

Sample of APPE Student Personal Goals

Short-Term Goals (During APPE Year & Graduation):

- Successfully complete all APPE rotations and gain experience in a variety of settings.
- Strengthen clinical judgment by actively participating in patient case discussions.
- Develop confidence in patient counseling, especially in complex medication regimens.

Medium-Term Goals (Residency & Early Career):

- Secure a PGY1 residency to advance clinical knowledge and patient care skills.
- Enhance leadership skills by precepting students and participating in professional organizations.
- Explore areas of clinical interest such as cardiology or infectious disease.

Long-Term Goals (5–10 Years):

- Become a board-certified clinical pharmacist (e.g., BCPS).
- Practice in an academic medical center where I can combine patient care, teaching, and research.
- Serve as a mentor for future pharmacy students and contribute to the profession through leadership roles in national organizations.

2. Academic & Clinical Documentation

- Upload a current CV and keep it updated after every rotation or accomplishment.
- Summarize each APPE rotation:
 - Site & Preceptor Name
 - Rotation Dates
 - Key Responsibilities
 - Notable Patient Care Interventions (with de-identified details)
- Maintain a Case Log:
 - Clinical cases managed (under the supervision of your preceptor.)
 - Interventions documented
 - Outcomes achieved (e.g., medication changes, patient education).

3. Projects & Research

- Save major projects from didactic and experiential learning.
- Include posters, publications, or abstracts (with citations).
- Write a 1–2 paragraph summary of your role in each project.
- Document skills gained (e.g., literature evaluation, data analysis, collaboration).

4. Presentations & Teaching Materials

- Add copies/slides of formal presentations (journal clubs, patient cases, in-services).
- Note audience (e.g., preceptors, peers, interprofessional teams).
- Capture feedback received and reflections for growth.
- Include any teaching experiences (TA, tutoring, patient education).

5. Leadership, Service & Professional Development

- Document leadership roles (student orgs, committees).
- Record community service activities (health fairs, screenings, volunteering).
- Track continuing education (CE) certificates completed during P4 year.
- Include professional memberships (APhA, ASHP, state associations).

6. Reflection & Growth

- Write short reflections for major experiences. Include both positive and negative experiences/interactions. What did I learn? How will this help me as a pharmacist?).
- Identify strengths and areas for growth each semester.
- Update the portfolio monthly so nothing is forgotten.

7. Preparing for Interviews & Career Use

- Review portfolio before interviews to highlight relevant experiences.
- Be prepared to present selected cases, projects, or leadership examples.
- Keep both a full version and a condensed version (showcase 3–5 strongest experiences).
- Continue updating after graduation to use as a new practitioner portfolio.

Sample CV Structure

Jane Smith, PharmD Candidate (2025)

Email: janesmith@email.com

Phone: (555) 123-4567

LinkedIn: [linkedin.com/in/janesmith](https://www.linkedin.com/in/janesmith)

Education

- Doctor of Pharmacy (PharmD), University of Midwest – Expected May 2025
- Bachelor of Science in Biology, State University – May 2021

Experiential Education

- Advanced Pharmacy Practice Experience (APPE), Community Pharmacy – Walgreens, Summer 2024
- Counseled patients on medication use, side effects, and adherence.
- Performed medication therapy management (MTM) and immunizations.
- APPE, Internal Medicine – University Hospital, Fall 2024
- Conducted daily patient medication reconciliations and presented recommendations to the healthcare team.
- Participated in patient rounds and adjusted therapies under preceptor supervision.

Work Experience

- Pharmacy Intern, CVS Health – 2022–Present
- Processed prescriptions, resolved insurance issues, and educated patients.

Leadership & Activities

- President, Student Pharmacists Association (2023–2024)
- Member, American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)

Skills

- Immunization certified
- Proficient in Epic, PioneerRx, and Microsoft Office
- Strong patient counseling and communication skills

Additional Successes

- Engaged in Publication Presentation
- Created and Shared Poster Presentation