

**Annexure-7 A.c**

**Instructions for preparing a Resume by the Applicant for Pharmacy Award**  
**(For category i) to vi) as mentioned in the scheme)**

1. The narration should give the time, the place, the circumstances, the deed and the recognition of the event which qualifies the individual for nomination. Newspaper articles, journal articles, letter of appreciation or other documentation which strengthen candidate's application could be sent.
2. The Selection Committee is looking for outstanding performance or that performance which is beyond the *normal* expectations from the employees. Normally, one expects every employee to report on time for duty, to report when assigned for duty, to be clean, neat, courteous and loyal to the employer. The employees are expected to be prepared for the position they hold and be responsible for their own continuing education through self-study or participation in service or formal continuing education programme. It is expected that the pharmacist will work as a member of the team to improve patient care and education.
3. Past education and experience of the individual may be documented but that in itself will not contribute to the selection of the nominee. The Committee is looking for outstanding performance which occurs as the result or in spite of education and experience.
4. Mere listing of distinctions received in educational programme is not to be encouraged as many of the outstanding deeds in history have been performed by persons who were not outstanding academically.
5. Avoid use of sweeping statements and the use of adjectives such as a devoted, enthusiastic, living example, good service record, every good work selfless worker, honest, efficient and meritorious record etc. The facts only should be brought out.
6. The resume should not be of more than two pages.