



*Office of Residency Programs*

## Suggested Timeline for Residency Preparations

### During the P3 year / early Summer P4 year

This is a crucial planning time. You should start researching residency programs and preparing your curriculum vitae

- Consider adding more active involvement in organizations  
Leadership opportunities (school, local, state, and national organizations), projects you want to take part in, etc. including unique service roles
- It is highly recommended

- Formalize your CV and continue to update as events are completed
- Put together a portfolio of presentations and projects (in-services, quality improvement projects, drug information questions, etc.)
- Begin to write a letter of intent for



- Formally request recommendation letters
  - Complete the SOP recommendation letter template and give to all recommendation letter writers

### December P4 year

Finish your preparation for the ASHP Midyear meeting by finalizing appointments and mapping out your schedule to attend the showcase and other networking opportunities. Once home from Midyear be sure to follow up with everyone you met. For all, whether or not you attended Midyear, this is when you submit your applications.

- Contact residency program directors via email to introduce your interest in the program again verifying any meetings or opportunities for interactions
- Attend networking opportunities at the Midyear meeting (ex. TSHP reception and others you are invited to by residency program directors) and hand out CVs and/or business cards
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- Reflect back on our interview day or make a pro/con list about each program early after the interview is over
  - Consider sending some follow up questions to program directors and/or current residents after interviews to clarify information
- Meet with mentors to review each program and finalize decision
- Develop rank list for the National Match program (due March 4, 2016)
  - March deadline
  - Keep calm and don't panic