

EXAMPLE OF A RESUMÉ FOR PHARMACY PRE REGISTRANT – DO NOT COPY

(DO NOT COPY this sample, but use it for ideas to create your own)

RESUME

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D.O.B. 12 October, 1984

EDUCATION

Tertiary

2002 - Current

Bachelor of Pharmacy

Victoria College of Pharmacy, Monash University, Parkville Campus

Academic Achievement: Distinction average

Campus Involvement:

- Victorian Pharmacy Students Association – student representative 2004
- Member of the National Pharmacy Student's Association 2003-2005
- Member of Parkville Multicultural Society

Secondary

1996 – 2001

Waverley Secondary College

Academic Achievements

- Victorian Certificate Education
ENTER Score of 99.2
- Awarded School Prize for English & Biology in Year 12

School Involvement

- Science Prefect 2001
- Captain Senior Soccer Team 2000-2001
- School Council Representative 2000
- Member of Cricket Squad 2000
- Mentor for Year 10 student 2000 – 2001

EMPLOYMENT

April 2005

Advanced Practical Experiences (APE)

Clinical Pharmacy (APE3)

The Western Hospital, Footscray

- Experience in surgical, medical and Rapid Assessment Medical Unit (RAMU) clinical pharmacy services
- Under supervision, completed clinical ward attachments for cardiac and aged patients
- As part of multidisciplinary team contributed to review of collection and maintenance of patient data strategy

February 2005

**Community Pharmacy (APE2)
Amcal Pharmacy, East St Kilda**

- Development of pharmacy management and customer service skills
- Experience in dispensing processes and methadone program
- Under supervision, provided advice to customers on over-the-counter products for general health ailments

September 2004

**Private Hospital Placement (APE1)
Warragul Private Hospital**

- Clinical skills developed in an environment that specialises in cytotoxic drug doses and sterile dispensed products
- Under supervision, made judgements on clinical prioritisation and pharmaceutical monitoring plan
- Under supervision, gained skills in stores and distribution, and records management

COURSE RELATED EMPLOYMENT

Feb 2003 – Nov 2004

**Pharmacy Assistant (casual)
Chemart, Glen Waverley**

- Script sorting, filling dosettes and Webster packs
- Respond to customer enquiries and provide advice on safe use of over-the-counter products including information on lower price items
- Managed the film processing and trained other staff in processing and development
- Responsible for cashing up and banking
- Record and maintain business activity on database

OTHER EMPLOYMENT

Aug 2001 – Dec 2002

**Retail Assistant (casual)
Kmart, Glen Waverley**

- Point of sale transactions, cash register operations, eftpos and credit card sales
- Service counter, responsible for handling returns and dealing with customer complaints
- Introduced occupation health and safety improvement by rearranging store display

ADDITIONAL SKILLS

- Competent in Microsoft WFW, PowerPoint and Excel
- Current St John Level 2 First Aid Certificate (initial training 2002, upgrade 2004)

EXTRA CURRICULAR ACTIVITIES

2004

- Student Representative, Victorian Pharmacy Student's Association
- Host to employer representatives at Career Expo
- As member of committee, arranged End of Year Ball

2005

- As member of National Pharmacy Student's Association, delivered talks to secondary school students in Melbourne to promote pharmacy as a career as part of the Pharmacy Profession Awareness Campaign

INTERESTS

- Team member for Bulleen Zebras, in VSF Masters League Soccer Competition
- Team member for Waverley Seniors Cricket Club in District Competition
- Enjoy reading science fiction and listening to music

REFEREES

APE Supervisors

Damien Lee
Senior Pharmacist
The Western Hospital
Telephone: (03) 9687 1122
Email: dlee@hosp.com.au

Kellie Smith
Pharmacist
Amcal Pharmacy, East St Kilda
Telephone: (03) 9781 4646
Mobile: 0403 798 213

ADDITIONAL REFEREES

John Goldsmith
Pharmacist
Chemart, Glen Waverley
Telephone: (03) 9905 1234
Mobile: 0403 101 010
Email: jgold@chemmart.org.au
(work supervisor)

Edwin College
President, Waverley Cricket Club
Telephone: (03) 9904 5566
Mobile: 0403 978 879
(character, 10 yrs association through sporting club)