[Street Address]

[City, ST ZIP Code]

[Telephone]

[Email]

[LinkedIn url]

First and Last Name, credentials (example: Jane Doe, CPhT)

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| --- | --- | --- |
| Summary |  | *For the fields below you can click on the bracketed text and begin typing your information, or delete if you have nothing to add. This space should be a brief summary highlighting your interests and skills relevant to the pharmacy technician job posting.*  *Here’s an example summary to get you started:*  Aspiring pharmacy technician looking for an opportunity to start a career with a passionate pharmacy team. Nationally certified by the Pharmacy Technician Certification Board and knowledge of medications, federal regulations, patient safety and quality assurance, and order entry and processing. |
| Skills |  | *Provide a bulleted list of your skills pertinent to the job. Here’s a few examples to get you started:*   * Proficient with PharmNet and Allscripts Information Systems * Accurate typing up to 80 words per minute * Prior authorization and other insurance rejection resolution * Drug and supply ordering and inventory management |
| Credentials |  | *Here, list your active**state pharmacy technician license or registration number(s) if applicable. If you actively hold any national certifications or specialty certifications, list them here as well. Examples:*  Registered Pharmacy Technician (License # RPT12345)  Certified Pharmacy Technician (PTCB Certification # CPhT – 123456789) |
| Work History |  | [Job Title, Company Name, City, State] [Dates From – To] (Month and year is OK)   * List specific responsibilities * Better yet, list specific achievements, awards, or good results from projects or initiatives you were part of  [Job Title, Company Name, City, State] [Dates From – To]   * List specific responsibilities * Better yet, list specific achievements, awards, or good results from projects or initiatives you were part of  [Job Title, Company Name, City, State] [Dates From – To]   * List specific responsibilities * Better yet, list specific achievements, awards, or good results from projects or initiatives you were part of |
| Education |  | [Degree, School Name, Location, Date]  * List your GPA here if it is good (more than 3 ideally) * List any extracurricular activities or student organizations that you participated in that may highlight you as a good student or active member of the community  [Degree, School Name, Location, Date]  * List your GPA here if it is good (more than 3 ideally) * List any extracurricular activities or student organizations that you participated in that may highlight you as a good student or active member of the community |
| Volunteering |  | *List any volunteer work here. Don’t worry if you have nothing to list: just delete this section.*[Activity or organization, location] [Dates From – To] (Month and year is OK)   * List specific activities  [Activity or organization, location] [Dates From – To] (Month and year is OK)   * List specific activities |
| References |  | *List at least two references here if you can! These should preferably be a former manager or teacher who can provide a strong recommendation for you. Always ask before listing, you do not want to them to be caught off guard if they are contacted.* [Reference Name] [Title, Company]  [Contact Information] [Reference Name] [Title, Company]  [Contact Information] |