[Street Address]

[City, ST ZIP Code]

[Telephone]

[Email]

[LinkedIn url]

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

|  |  |  |
| --- | --- | --- |
| 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] |