

**PHARMACY (P1 or P2)** - Revised August 2017

*The format of this résumé can be used for any major/field*

**FIRST NAME LAST NAME**

301 Eisele Avenue | Newark, NJ 07101

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**Objective:**

A Pharmacy summer internship at a retail pharmacy, offering exceptional customer service, organizational ability and a demonstrated understanding of the community pharmacy practice

**Education:**

University of Connecticut, Storrs, CT

*Doctor of Pharmacy*, Anticipated May 20xx

*Bachelor of Science*, Pharmacy Studies, May 20xx

**Licensure and Certifications:**

Connecticut State Board of Pharmacy

Intern License, Expiration Date: September 20xx

Pharmacy Technician Certification Board

Pharmacy Technician Certification, Expiration Date: August 20xx

**Pharmacy Experience**

Walgreens, Willimantic, CT

*Pharmacy Intern*, December 20xx – Present

- Interpret prescription orders and communicate with doctors' offices to confirm and discuss patient prescription histories in order to avoid potential drug interactions
- Counsel dozens of customers daily, regarding medically related concerns and complex billing practices
- Compound, measure, count, and properly label prescriptions orders
- Enter patient data into computer systems and interact with insurance companies to ensure accurate prescription and billing records
- Monitor prescription financials by tracking costs and profits via Excel spreadsheets and store software

CVS Pharmacy, Storrs Mansfield, CT and Newark, NJ

*Pharmacy Technician*, September 20xx – December 20xx

- Retrieved prescription orders and completed retail sales for in-store customers
- Interpreted and processed prescriptions from medical personnel received via fax and telephone
- Addressed clients concerns with insurance information and billing using effective interpersonal skills

Home City Hospital, Newark, NJ

*Pharmacy Volunteer*, June 20xx – August 20xx

- Responded to phone inquiries, filled floor stock, checked expiration dates, and organized medication
- Shadowed staff pharmacist's daily routines, discussed hospital protocol and personnel dynamics

**Additional Work Experience**

Center for Students with Disabilities, UConn, Storrs, CT

*Note Taker*, August 20xx – May 20xx

- Documented notes in class for students with auditory processing disorders
- Typed and uploaded notes for organic chemistry into a system accessible to registered students

Private Family, Newark, NJ

*Nanny*, June 20xx – August 20xx (summers and weekends)

**Involvement and Volunteer Experience**

Pharmacy Diversity Committee, UConn, Storrs, CT

*Class Representative*, September 20xx – Present

- Promote diversity within the pharmacy program and the profession through activities and lectures
- Presented to area high school students on Pharmacy careers as part of the 'Bridge to the Future' event

UConn Brooklyn Collaborative, Brooklyn, CT

*Tutor*, September 20xx – May 20xx

- Instructed four inmates on basic math and science strategies in preparation to earn a GED

*(over for another sample résumé)*