

GRADUATE RESUMES

Pharmacy



Tailor your resume

Your resume is a marketing tool. It is **essential** you **adjust your resume for every job application** to increase the fit between you, the role and the organisation. Thoroughly research the organisation and the position to determine what the employer is looking for.

You must follow the application instructions to ensure your application progresses to the next stage. Reflect on your past study and work experience, extracting points that could help sell yourself to an employer.

Headings

There are no set headings for a resume, although the following headings are commonly included.

Under each heading, list experiences in reverse chronological order, most recent first.

PERSONAL DETAILS

- Name, address, phone and email.
- LinkedIn Profile – ensure your profile is up to date. Consider personalising your URL (see our LinkedIn information sheet)
- Don't include a photo, date of birth, marital/parental status or other personal information.

CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional, 3-4 sentences)

It is a summary of your skills, strengths, achievements and key experiences relevant to the role. It should also convey your motivation for applying for the role/career aspirations, and what you have to offer the person reading it.

EDUCATION

Tertiary, high school (only list high school if you are a recent school leaver and list relevant achievements), and other relevant training qualifications. Begin with your Bachelor of Pharmacy.

MEMBERSHIPS

Include memberships of professional/industry bodies and relevant student clubs.

CLINICAL PLACEMENTS

Highlight your responsibilities, skills and achievements gained in your clinical placements. What skills did you learn? How did you contribute?

EMPLOYMENT HISTORY

Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months for example, list this for transparency.

REFEREES

Supervisor/Manager/Academic (Usually 2 to 3 people). Avoid personal referees. Obtain permission first.

Optional Headings

| | |
|-----------------------------|--------------|
| Professional Development | Key Skills |
| Extra-Curricular Activities | Publications |
| Awards | Volunteering |

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Use verbs to describe your skills and employment achievements. See the ['Action Verb' Information Sheet](#) for more examples.

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor your resume to the job description/organisation.
- Emphasise achievements to demonstrate your capacity.
- Be clear, concise and truthful.
- Check page requirements if identified by the employer.
- Use a simple, professional layout with consistent font/bullets.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **Applicant Tracking System (ATS)** software is being used to short list resumes and if so modify layout. Online screening software can't read text with tables, photos, clipart, fancy fonts or borders.

See our information sheet on Applicant Tracking Software – [Can a robot read your resume](#) to ensure your resume will get through any online screening tools.



Janice Gillam

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LinkedIn: <https://au/linkedin.com/in/janicegillam>

Tip – ensure your email address reflects a professional image. Personalise your LinkedIn URL.

PROFESSIONAL PROFILE (Optional)

Tip – If you decide to add a **Professional Profile** or **Career Objective**, keep it brief (3-4 sentences). It is a summary of your skills, strengths, achievements and key experiences relevant to the role. It should also convey your motivation for applying for the role/career aspirations, and what you have to offer the person reading it.

EDUCATION

2020 – Present

Bachelor of Pharmacy (Hons)

James Cook University, Townsville

Expected Completion Date: November 2023

Achievements

- GPA: 6 (Scale 1-7, 7 being the highest)
- Recipient of JCU Dean's Scholarship to undertake a volunteer placement in Papua New Guinea

Tip - Only include relevant information. Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.

2019

Cert III in Health Administration, TAFE Queensland

2019

Year 12 Senior Certificate

Southern Cross Catholic College, Townsville

Achievements

- ATAR: 93
- College Captain (2019)

Tip – Only include if recent school leaver and have relevant achievements to list. Eg. school awards, prizes, leadership positions.

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

2023

National Australian Pharmacy Students' Association Congress

University of South Australia, Adelaide

2022

Pharmaceutical Society of Australia National Conference

, Sydney

2022

First Aid Course

, St John Queensland

2022

Blue Card

 – Working with Children Check

KEY SKILLS

Communication:

Highly developed communication skills gained from participating in a Speechcraft course through Toastmasters, hospitality and retail work experience, and university group presentations.

Teamwork:

Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university, working in multidisciplinary teams in clinical placements and through involvement with JCU Pharmacy Student Association.

Software:

FRED, iPharmacy, Z dispense, Microsoft Office (Word, Excel, PowerPoint).

Tips

- The skills listed above are examples only.
- Research is **crucial** – you need to identify the skills the employer/position requires and address these.
- If specialist IT skills are required – identify these and demonstrate your level of expertise.
- All JCU students can improve their skills with free access to [LinkedIn Learning](#) – check it out on the JCU Library website.

CLINICAL PLACEMENTS

- 2022 **Townsville Hospital, Townsville**, June - July (4 weeks)
- Assisted with routine distribution of prescriptions for inpatients and outpatients
 - Conducted research into Dose Administration Aids and their effect on a patients independence
 - Presented results and proposed action plan to the Head Pharmacist
- 2021 **Normanton Hospital, Normanton**, January - February (4 weeks)
- Received outpatient prescriptions and delivered them to Pharmacist for processing, informed Nursing staff when collecting medication or leaving inpatient prescriptions
 - Worked with Pharmacist in a rural hospital with 62 beds
 - Assisted in the transfer of imprest drugs to clinical areas
 - Triageed ward requests
- 2021 **Alive Pharmacy, Townsville**, June - July (4 weeks)
- Developed over the counter product provision and counselling skills
 - Assisted with routine procedures i.e. blood pressure monitoring
 - Dispensed and prepared Webster packs
 - Worked with Pharmacy Assistants to produce a display for R U O K day

EMPLOYMENT HISTORY

- 2021 – Present **Student Mentor** (voluntary)
James Cook University Mentor Program, Townsville
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Pharmacy students
 - Trained in communication, mentoring and advocacy
 - Acted regularly as a support and mentor to 5 new students
- 2020 – Present **Retail Assistant** (casual)
Calana Whole Health Pharmacy Aitkenvale
- Achievements and Responsibilities**
- 3 month period as Assistant Store Manager (prior to full-time University)
 - Trained new casual staff
 - Customer relations and extensive sales experience
 - Created visual displays and merchandising
- Feb – Nov 2021 **JCU Student Ambassador**
JCU Global Strategy and Engagement, Townsville
- Achievements and Responsibilities**
- Provided information sessions to North Queensland schools on the benefits of studying at JCU
 - Conducted on-campus tours to visiting schools
 - Provided event management assistance at annual JCU Open Day

Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **the position and the employer** and which indicate your capacity as a future employee
- Commence each description with an **action word** (verb)
- **Don't** just list the duties from your Position Description
- Make a **clear connection** to the job you are applying for
- Identify **complexity** and **achievements** in each statement

MEMBERSHIPS

| | |
|----------------|--|
| 2021 – Present | Treasurer, JCU Pharmacy Student Association (JCUPSA) |
| 2020 – Present | Student Member, Pharmaceutical Society of Australia |

COMMUNITY INVOLVEMENT

| | |
|-------------|---|
| 2020 – 2021 | Pyjama Angel, Children's Ward, Townsville University Hospital |
|-------------|---|

LICENSES

- Queensland 'C' Class Driver's licence (manual)

Tip – Some roles may require a Driver's Licence – check the position description and list if relevant.

REFEREES

Dr Anne Smith

Associate Professor – Pharmacy
James Cook University
Phone: (07) 4700 5555
Email: Anne.Smith@jcu.edu.au

Mr Neil Wordsworth

Business Owner/Manager
Calanna Whole Health Pharmacy Aitkenvale
Phone: (07) 4700 5555
Email: Manager@calannapharmacy.com.au

Tip – Don't forget to ask permission and keep your referees informed, they need to know what you are applying for so that they are prepared when an employer contacts them to find out more about you.

Need more help? Go to www.jcu.edu.au/careers for more resources

- **[Information Sheets](#)**: Action Verb List, Can a robot read your Resume?
- **[Employability Edge](#)**: Master Written Applications module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques
- Make an **[appointment](#)** with the Careers and Employability Team to discuss your job application

**DO NOT COPY – PLEASE USE TO
GENERATE YOUR OWN IDEAS**

NOTE: This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.