

# First Middle Last, RPh

123 Street Ave

City, ST 12345

555-555-1212

nameclient@sbcglobal.net

SSN: xxx-xx-xxxx

Veteran Preference Points: N/A

Clearances: N/A

**Job Announcement#:** AFPC-\*\*\*\*\*-10008600-\*\*\*\*

**Control#:** 4631\*\*\*\*\*

**Position:** Pharmacist

**Department:** Department of the Air Force-Air Force Personnel Center

**Location:** Travis AFB, CA

## CORE QUALIFICATIONS

- Licensed Pharmacist with Bachelor of Science in Pharmacy offering approximately 15 years' experience in diverse environments including high-volume clinical, mail-order and retail; extensive background in working with wide range of patients/customers including Department of Defense (DoD) clients.
- Expertise in steering full-scope pharmacy operations in compliance with legal/regulatory standards; background spans human resources, inventory control, ordering, administrative, and data/information systems management through direct patient/customer service and complete prescription processing.
- Well versed in drug formularies, therapies, indications, interactions, and side effects; proficient in evaluating/interpreting prescriptions, analyzing diagnostic data, selecting optimal diagnostic schemes, and delivering quality assessment systems as well as compounding, preparing, packaging, and dispensing medications.
- Vast clinical knowledge instrumental to conducting effective drug utilization reviews, delivering customized drug therapy programs and maximizing patient safety and therapeutic outcomes.
- Dynamic communication, patient counseling/consulting, physician/medical staff interaction, and relationship management skills.
- Motivating, hands-on leader who successfully trains, mentors and directs productive, customer-focused staff; equally qualified in leadership, independent and collaborative teamwork roles.
- Excel in strategically planning, coordinating and steering operations to maximize use of resources, optimize productivity and efficiency, control costs, and deliver quality service.
- Sharp research, analysis, troubleshooting, and decision making skills.

## PROFESSIONAL EXPERIENCE

April 2015-July 2017

Company Name (companywebsite.com)

City, ST

Hours: 40/month (as need basis)

Salary: \$20-\$100 per job

Supervisor: Name LastName; Phone: (555) 555-5555; Contact: Yes

**Professional Dog Walker/Sitter**

*Professional Experience – (Company Name), continued....*

Subsequent to relocating to California, have held filler positions while exploring new career opportunities. Effectively managed schedule via multi-media communications to provide efficient, quality client servicing and efficiently maintained documentation of services provided as well as noted any abnormalities observed. Adapted broad services to meet individual client needs, ensuring satisfaction and building loyalty.

January 2015-March 2015

Name Country Club

City, ST

Hours: 24/week

Salary: \$10.50/hour

Supervisor: First Last; Phone: (555) 555-5555; Contact: Yes

**Tennis Pro Shop and Court Attendant**

Short-term position focused on supporting operations spanning retail sales and service, point of sale system operation and cash handling through inbound phone call handling, member scheduling, inventory control, and facility/court maintenance. Passed mandatory drug testing required for position.

February 2002-June 2014

Name Health Solutions

City, ST

Hours: 40/week

Salary: \$50/hour

Supervisor: Firstname Lastname; Phone: (555) 555-5555; Contact: Yes

**Specialist/Clinical Pharmacist – Mail Order Pharmacist**

Collaborated with industry professionals including clinical/nurses, health educators and benefit specialists across delivery of pharmacy services in high-volume environment; encompassed entering and processing prescriptions, reviewing orders and evaluating drug utilization and included handling inbound phone and Internet orders. Actively participated in all functions of Clinical Pharmacy Services spanning pharmaceutical care, medication usage evaluation, adverse drug reaction reporting, therapeutic drug monitoring, and clinical interventions, with specialization in drugs and drug therapies tailored to specific patient needs and including pharmaco-economic and cost containment concerns. Therapeutic center responsibilities ranged from therapeutic review of patient profiles focused on optimizing outcomes, improving quality and safety of patient drug therapies and contacting prescribers on drug utilization review and physician prescription issues through calling patients to counsel on medications, adverse drug interactions and/or clarifications.

Effectively worked with broad patient/customer population including DoD clients, consistently providing world class service in delivering individualized consultations, expertly responding to inquiries and promptly resolving issues. Recognized with numerous productivity and customer satisfaction awards.

Contributed professional expertise and strong leadership skills toward training and managing new hires and facilitated a motivating, collaborative teamwork environment. Efficiently employed computer applications to input and maintain critical data. Consistently ensured compliance with laws and regulations across both brand and generic substitution standards. Effectively interpreted and applied Standard Operating Procedures (SOPs) and used independent judgment and clinical/pharmaceutical knowledge to make sound decisions. Maintained strict confidentiality of customer and personnel records.

October 2000-January 2002

Store Name

City, ST

Hours: 40/week

Salary: \$90K/year

Supervisor: First Last; Phone: (555) 555-5555; Contact: Yes

**Pharmacist**

Provided quality pharmacy services in high-volume prescription retail environment, with accountability for driving full-scope operations in compliance with legal/regulatory requirements and corporate/internal policies. Effectively trained new hires and mentored staff; successfully built and led team, with strong focus on improving morale and performance through ongoing training in pharmacy operations and customer service practices/methods. Prioritized, organized and managed operations/workflow to productivity, efficiency and profitability while maintaining high customer service levels.

Efficiently served customers and fielded inbound phone orders. Expertly analyzed diagnostic tests data as well as reviewed diagnosis procedures and provided feedback; effectively reviewed and interpreted medication orders. Proficiently compounded, prepared and dispensed prescriptions per physician orders. Actively counseled patients on benefits and side effects of drug therapies and instructed on prescription use/proper protocol to ensure patient safety and mitigate drug interaction; additionally provided medication information to medical staff.

Maintained electronic records and patient information; monitored and documented interventions and outcomes of drug therapies. Promptly responded to and resolved customer issues related to drug therapies and pharmacy services.

Strategically controlled inventory and placed orders to maintain optimal levels. Consistently stored, documented and controlled medications in compliance with legal/regulatory standards.

August 1999-August 2000

Store Name

Lubbock TX

Hours: 40/week

Salary: \$90K/year

Supervisor First Name LastName; Phone: (555) 555-5555; Contact: Yes

**Pharmacist**

Please reference Pharmacist, Wal-Mart, 2000-2002 description above.

**EDUCATION**

University of Name

Degree: B.S. Pharmacy

Earned: May 1994

GPA: 2.9 / 4.0 scale

Credits Earned: 194

Undergrad Work: Name State University - City, ST

**LICENSURES/CERTIFICATIONS/SPECIALIZED TRAINING**

Licensed Pharmacist, States of Texas and Mississippi; active and in good standing

Certificates in Reiki, Theta Healing and Psych-K Techniques

Certificate in Biblical Studies/Preaching, Sunset International Biblical Institute-Lubbock TX

Missionary Program Apprenticeship, Adventures in Missions-Lubbock, TX/Dublin, Ireland

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Date

Department of the Air Force  
Air Force Personnel Center

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Control#: 4631\*\*\*\*\*

RE: Pharmacist Position

With approximately 15 years of comprehensive experience as a Pharmacist, I believe you will find my qualifications support your staffing needs in filling the above-referenced job posting. To acquaint you with my background, my resume is included for review. In advance, thank you for your time and consideration.

As demonstrated, I am a Licensed Pharmacist who has successfully steered pharmacy operations and provided quality pharmacy services in a wide range of environments including clinical, mail order and retail and entailing working with a wide patient/customer population including federal government personnel. I excel in providing customized service, with a strong focus on maximizing efficiency, quality and therapy outcomes, and am highly effective in collaborating with clinical/medical and industry professionals, building and leading dynamic teams, ensuring critical compliance with legal/regulatory standards, and optimizing bottom-line pharmacy operation performance. Additionally, I offer extensive clinical knowledge, an ability to deliver effective solutions and make sound decisions, a strong work ethic, and a high level of professional integrity.

As an employee, you will find me to be a driven leader and enthusiastic team player leveraged to generate results and committed to supporting your goals. I am confident that I would be a valuable asset to your staff and customer base, and look forward to interviewing with you in the near future.

Professionally,

***First Middle Lastname, RPh***