

EXAMPLE OF A RESUME FOR PHARMACEUTICAL STUDENTS
(You are advised not to copy this sample but use it for ideas to create your own)

Fred Pharmaceutical
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CAREER OBJECTIVE

To attain employment as a graduate in regulatory affairs and develop knowledge and expertise to contribute to the medical services profession in the pharmaceutical industry.

EDUCATION

Tertiary
2006 – 2008

Monash University
Bachelor of Pharmaceutical Science
(Major – Medicinal Chemistry)
Graduated March 2009
Distinction average

Achievement

Secondary
2000 – 2005

Pascoe Vale Secondary College
Victorian Certificate of Education

SKILLS and ATTRIBUTES

Administrative

- Demonstrated skills recording and maintaining data on patient and medical record systems with attention to confidentiality and privacy requirements
- Competent skills in Microsoft Word, Excel and Access
- Efficient planning and organisational skills to meet academic, work and extra-curricular commitments, including co-ordinating appointment systems for doctors, staff rosters and 100% compliance with academic deadlines

Teamwork

- Confident and friendly interpersonal manner that enables me to establish effective relationships with others as evidenced by active participation in work, community and sporting groups
- Capacity to take on additional responsibilities including leadership roles demonstrated through supervisory experience in retail sector

Communication

- Ability to present information to others with clarity displayed during orientation talks to prospective students and parents and by contributing to student blogs in the role of Student Ambassador
- As an administrator completed written correspondence, via e-mail and letters, showing strong skills in providing information clearly, concisely and in a professionally objective manner

PROFESSIONAL DEVELOPMENT

2008/2009

- Member Royal Australian Chemical Institute (MRACI)
- Volunteer RACI Annual Synthesis Symposium – greeting presenters
- Attended 'Women in Science' seminars delivered by RACI

EXTRA-CURRICULAR ENGAGEMENT

Monash University - Faculty of Pharmacy and Pharmaceutical Sciences 2008

- Parkville Recreation Activities Club
 - Regular participant in social and sporting events including soccer and running
 - Committee member organising end of year ball
- Mentor Program
 - Group mentoring 1st year students transitioning to university

2007

- Student Ambassador Program -
 - Faculty representative at Open Day and student information events
 - Contribute to 'Ask a Student' blog

EMPLOYMENT

2009 – current Maribyrnong Hospital/Mental Health Unit Patient Services Clerk (full-time casual)

Responsibilities

- Attending to patient inquiries at reception and via telephone in a timely and tactful manner
- Collection of patient information to record in patient file
- Co-ordinating appointments, delegation visits and student supervision placements for 4 doctors

Achievements

- Full compliance with procedural guidelines
- Met customer service charter targets continuously

2007 –2008 Target Retail Assistant (15 hrs – 38 hrs pw casual)

Responsibilities

- Serving customers including point of sale transactions, returns, lay-by and product advice
- Handling customer complaints by compliance with store policies and practices
- Supervision of weekend service staff including rostering, delegation of duties and training
- Stack and display items for sale with attention to marketing campaigns and OHS requirements

Achievements

- Promoted to weekend supervisor
- Received customer service award in 2007 and 2008
- Completed Retail Operations Certificate 3 training 2007

2003 –2007 Variety of casual and temporary roles as waiting staff and kitchen hand in the catering and food services industry

INTERESTS

- Chinese calligraphy painting
- Soccer – social competition

REFEREES

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