

# GRADUATE RESUMES

## Pharmacy



Your ability to gain an interview for a graduate position hinges upon the quality of your written application. This is your opportunity to demonstrate to a potential employer that you possess the necessary knowledge, skills and abilities for the position.

It is essential that you tailor your resume to the position, to increase the fit between you and the job.

### 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. Decide what headings best promote you to a prospective employer's expectations.

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, 2-3 lines)

This section should only be added to your resume if it has been written to suit the position and organisation you are applying to. This is your opportunity to market your key selling points plus state why you want the job.

#### 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

Make the most of this opportunity to highlight your responsibilities, skills and achievements gained in your clinical placements. Consider how you can describe the range of duties, range of situations (small business, government department, etc.). 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
Special 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.

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

## CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional)

**Tip** – If you decide to add a Career Statement or Professional Summary:

- Keep it short, keep it targeted.
- What value can you bring to the employer?
- Ensure it matches the role you are applying for.

## EDUCATION

2018 - Present

### Bachelor of Pharmacy

James Cook University, Townsville, QLD

Expected Completion Date: November 2021

#### Achievements

- GPA: 5.9 (Scale 1-7, 7 being the highest)
- Recipient of JCU Dean's Scholarship to undertake a volunteer placement in Papua New Guinea
- Undertook placements in Mt Isa, Normanton and Mackay

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

2017

### Year 12 Senior Certificate

Cairns High School, QLD

#### Achievements

- High achievement in English, Maths and Chemistry
- Active member of the Student Representative Council
- Highly Commended in National Science Competition

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

2021

### National Australian Pharmacy Students' Association Congress

University of South Australia, Adelaide

2020

### Pharmaceutical Society of Australia National Conference

Darling Harbour, Sydney

2019

### First Aid Course

Expires March 2021

2019

### Blue Card – Working with Children Check

Expires Dec 2021

**Tip** – Allow more space for recent, relevant information and provide less detail as your information becomes less recent/relevant.

## 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.

**Computer:** FRED, iPharmacy, Z dispense.

### 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

- 2021      **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
- 2020      **Normanton Hospital, Normanton**, January - February (4 weeks)
- Worked with Pharmacist in a rural hospital with 62 beds
  - Assisted in the transfer of imprest drugs to clinical areas
  - Triaging ward requests
- 2020      **Alive Pharmacy, Townsville**, June - July (4 weeks)
- Gained knowledge and business practice skills in a busy pharmacy business
  - Assisted with routine procedures i.e. blood pressure monitoring
  - Developed over the counter product provision and counselling skills
  - Dispensed and prepared Webster packs
  - Worked with Pharmacy Assistants to produce a display for R U O K day

**Tip** – Highlight your achievements, responsibilities and key skills gained.

## EMPLOYMENT HISTORY

- 2019 – 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
- 2018 – 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 2019      **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
  - Provided 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

2018 – Present	Student Member of Pharmaceutical Society of Australia
2018 – Present	Member of JCU Pharmacy Student Association (JCUPSA)

## COMMUNITY INVOLVEMENT

2019	Treasurer of JCU Pharmacy Student Association
2018 – 2019	Member of JCU Netball Team

## CERTIFICATIONS/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.

**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.

## 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  
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**Need more help? Go to [www.jcu.edu.au/careers](http://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.