

Retail Pharmacist Resume Builder Worksheet

Instructions: Complete each section before writing your resume. Your responses will help you create a customized Retail Pharmacist resume that highlights your clinical expertise, patient care experience, regulatory compliance, and ability to contribute to a high-performing retail pharmacy.

Step 1: Personal Information

Full Name

Address

City, State, ZIP Code

Phone Number

Professional Email Address

LinkedIn Profile (Optional)

Step 2: Job Target

Job Title Applying For

Pharmacy/Employer Name

Location

Where did you find this job?

- ☐ Company Website
 - ☐ LinkedIn
 - ☐ Indeed
 - ☐ Glassdoor
 - ☐ Employee Referral
 - ☐ Professional Association
 - ☐ Other:
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Step 3: Resume Objective or Professional Summary

Years of Pharmacy Experience

Years of Retail Pharmacy Experience

Your Three Strongest Skills

1.

2.

3.

Your Greatest Professional Achievement

Why do you want to work for this employer?

Draft Your Resume Objective or Professional Summary

Step 4: Core Skills

Check every skill you possess.

Clinical Skills

- ☐ Prescription dispensing
- ☐ Prescription verification
- ☐ Patient counseling
- ☐ Medication Therapy Management (MTM)
- ☐ Drug utilization review
- ☐ Immunization administration
- ☐ Medication reconciliation
- ☐ Drug interaction screening
- ☐ Clinical documentation
- ☐ Medication safety

Pharmacy Operations

- ☐ Pharmacy workflow management

- ☐ Inventory control
- ☐ Controlled substance management
- ☐ Insurance claim processing
- ☐ Pharmacy regulations
- ☐ HIPAA compliance
- ☐ Quality assurance
- ☐ Staff supervision

Technical Skills

- ☐ Pharmacy management software
- ☐ Electronic Health Records (EHR)
- ☐ Microsoft Office
- ☐ Inventory management systems
- ☐ Clinical databases
- ☐ Prescription processing systems

Professional Skills

- ☐ Communication
- ☐ Leadership
- ☐ Problem-solving
- ☐ Time management
- ☐ Attention to detail
- ☐ Team collaboration
- ☐ Customer service

☐ Adaptability

Other Skills

Step 5: Professional Experience

Employer #1

Employer

Job Title

Location

Employment Dates

Primary Responsibilities

Measurable Achievements

Employer #2

Employer

Job Title

Location

Employment Dates

Responsibilities

Achievements

Step 6: Clinical Performance

Complete as many as possible.

Average prescriptions verified or dispensed daily:

Average patients counseled daily:

Vaccinations administered annually:

Medication therapy management sessions completed:

Workflow improvements implemented:

Patient satisfaction achievements:

Step 7: Education

University

Location

Degree

Graduation Date

Step 8: Licenses and Certifications

Check all that apply.

☐ Licensed Pharmacist

- ☐ Doctor of Pharmacy (Pharm.D.)
 - ☐ Immunization Certification
 - ☐ Medication Therapy Management (MTM) Certification
 - ☐ Basic Life Support (BLS)
 - ☐ Advanced Cardiovascular Life Support (ACLS)
 - ☐ Board Certification (if applicable)
 - ☐ Other:
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Step 9: Technical Skills

List the pharmacy systems, software, and technology you have used.

Step 10: Professional Accomplishments

List measurable accomplishments whenever possible.

Examples:

- Verified more than 350 prescriptions daily while maintaining exceptional accuracy.
- Increased vaccination participation by 30%.
- Reduced prescription processing times by 20%.
- Maintained 100% compliance during pharmacy inspections.
- Improved patient satisfaction scores through medication counseling.
- Reduced medication inventory waste by 15%.

My Accomplishments

1.

2.

3.

4.

Step 11: Professional Strengths

Select the qualities that best describe you.

- ☐ Patient-focused
- ☐ Detail-oriented
- ☐ Ethical
- ☐ Reliable
- ☐ Compassionate
- ☐ Excellent communicator
- ☐ Critical thinker
- ☐ Organized
- ☐ Calm under pressure
- ☐ Team player

- ☐ Leader
- ☐ Lifelong learner

Other strengths

Step 12: Resume Review Checklist

Before submitting your resume, make sure you can answer **Yes** to each question.

- ☐ My contact information is correct.
 - ☐ I included my active pharmacist license.
 - ☐ My resume objective or summary is tailored to the position.
 - ☐ I highlighted my clinical and retail pharmacy experience.
 - ☐ I included measurable accomplishments.
 - ☐ I emphasized patient care and medication safety.
 - ☐ I incorporated relevant keywords from the job posting.
 - ☐ My formatting is professional and consistent.
 - ☐ My resume is free of spelling and grammar errors.
 - ☐ My resume is ATS-friendly.
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Final Resume Notes

Use the information you've gathered to create a resume that clearly demonstrates your qualifications as a Retail Pharmacist. Focus on your clinical expertise, prescription accuracy, patient counseling, immunization services, regulatory compliance, leadership, and measurable accomplishments. Tailor each resume to the specific employer by incorporating keywords from the job posting and emphasizing the skills and experience most relevant to the position. A

customized, achievement-focused resume will improve your chances of passing ATS screenings and earning an interview.