

Tips for Pharmacy Technician Resume

Common Key Skills and Action Verbs for Pharmacy Technician Resumes

Ensure your resume gets past the initial screening by applicant tracking systems (ATS) and hiring managers by focusing on target words. Most positions have common key skills and action verbs that are important to the role. The employer wants to see that you have these necessary, fundamental skills before considering you for an interview. For a pharm tech position, make sure to include the following essential skills and action verbs throughout your resume and cover letter:

Key Skills & Proficiencies	Action Verbs
<ul style="list-style-type: none">• Communication• Customer Service• Dosage Calculations• Drug Administration• Healthcare• Insurance Verification• Interaction Monitoring• Inventory Management• Medication Management• Operations Management• Patient Education• Pharmacy Management• Pharmacy Operations• Prescription Management• Process Improvement• Relationship Building• Staff Development• Supplier Management• Team Leadership	<ul style="list-style-type: none">• Analyze• Audit• Communicate• Conduct• Coordinate• Counsel• Develop• Educate• Examine• Implement• Instruct• Interpret• Lead• Manage• Monitor• Oversee• Perform• Provide• Research• Resolve• Supervise• Verify

Tips for Writing a Better Pharmacy Technician Resume

Focus on Customer Service

While many pharmacy technicians are active in the processing of prescription processing and preparation of medications, many also deal extensively with the general public. Pharmacy technicians frequently greet guests, lead the check-out process, distribute over-the-counter medication kept behind the counter for safety purposes, and answer basic health and wellness questions.

Due to the serious nature of prescription medication, most visitors to a pharmacy want to speak with someone they can trust. Strong customer service skills, including kindness and compassion, can go a long way in succeeding in a pharmacy technician role – and in getting hired for one. In the example below, the candidate showcases key aspects of their customer service background directly in their professional profile, which will help them grab the attention of prospective employers:

Profile

A Licensed Pharmacy Technician with entry-level experience, specializing in customer service, communication, and inventory management. Adept at providing quality customer service to diverse patient populations with patience and compassion.

Emphasize Attention to Detail

Serving as a pharmacy technician is a very important and detail-oriented job. Prescription medications are heavily regulated and carefully prescribed by physicians, and making a mistake in dosage or quantity can be potentially deadly. Verifying prescriptions, for example, is a common responsibility of pharmacy techs, and allowing incorrect prescriptions to make it to a pharmacist can cause significant problems. As such, pharmacy technicians need strong attention to detail skills in addition to medical knowledge covering a wide range of medications.

In the example below, the candidate showcases their experience accurately distributing and organizing prescriptions in a high-traffic pharmacy. They also utilize numbers and hard data to enhance the impact of their bullet points, which is far more effective than simply listing “attention to detail” as a trait:

Example:

- Manage a team of eight pharmacy technicians, deliver training on SOPs, and coordinate with the pharmacist to improve pharmacy operations, resulting in a 10% reduction in average wait-times and a 20% increase in customer satisfaction
- Process incoming prescriptions for a high traffic pharmacy with 250-300 customers daily and maintain ensure accuracy during data entry
- Communicate consistently with providers to ensure all prescriptions are correct and refills are processed in a timely manner

How to Align Your Resume With the Job Description

Pharmacy technicians are a critical function of a working pharmacy, offering valuable services that support the distribution of medicine to individuals around the country. From processing and verifying prescriptions to packaging medications, this support position lends necessary aid to pharmacists who oversee medication. The outlook for this profession is stronger than average, with an estimated 5% growth rate from 2021 to 2031, the equivalent of 22,400 new jobs, according to the [Bureau of Labor Statistics](#).

Despite the positive outlook, you’ll still need to align your resume with the job description to ensure ATS compliance and make a positive impression on the hiring manager. One generic resume is not effective; instead, each job position requires its own distinct resume based on the most important concepts and ideas communicated in a posting. To accomplish this, applicants should read through postings thoroughly, determine the most important elements of each position, and alter professional experience accordingly to present the most relevant tasks and accomplishments.

Source: Hackett, Frank. “Pharmacy Technician Resume Examples in 2023.” Resume Builder, 2023, resumebuilder.com/pharmacy-technician-resume-examples