

# Top 10 Resume Tips for Pharmacy Technicians

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## 1 -Tailor your Resume to Each Job

Don't send a generic resume. Pull keywords from each job post—especially certifications, job duties, and software—so your resume passes applicant tracking systems (ATS) and speaks directly to the employer's needs. Example: If the job lists “sterile compounding,” make sure that's in your resume if you've done it.

## 2 - Use a Clean, Professional Format:

Stick to easy-to-read fonts (Arial, Calibri, Times New Roman) and keep your layout consistent. Use bold headings, bullet points, and white space. Avoid photos, graphics, or columns unless you're submitting a creative portfolio resume.

## 3 -Start with a Powerful Summary Statement

Grab attention right away with 2–3 lines that summarize your experience, certifications, and what makes you valuable. Example: “Detail-oriented Certified Pharmacy Technician (CPhT) with 6+ years of experience in retail and long-term care. Skilled in high-volume prescription processing, insurance billing, and medication reconciliation.”

## 4- Quantify Your Achievements

Numbers show your impact. Wherever possible, include measurable results. Instead of: "Filled prescriptions daily" Write: "Processed 300+ prescriptions per day with 99.8% accuracy rate"

## 5- List Your Certifications & Licenses Prominently

Employers want to see these fast. Include: PTCB or NHA Certification, State License (include state + number), Immunization Training, Sterile Compounding Certification, CPR or First Aid (if required)

## 6- Include Technical Skills + Pharmacy Software

Use a dedicated Skills section to list tools you're proficient in. Examples: ScriptPro, Pyxis, QS/1, Omnicell, PioneerRx, Epic, Cerner, Microsoft Excel, Google Docs, Data Entry, Inventory Management, HIPAA Compliance, OSHA Safety, DEA record keeping

## 7- Use Strong Action Verbs

Begin each bullet point in your Experience section with a dynamic verb. This energizes your resume and clearly outlines your contributions. Instead of: “Responsible for labeling prescriptions” Write: “Labeled and verified prescriptions for accuracy and compliance” *Need help picking the right words? See the full list of pharmacy technician-approved action verbs at the end of this guide.*

## 8- Add a “Core Skills’ or ‘Competencies’ Section

This helps you get through ATS filters and shows your range. Examples: Prescription Processing, Third-Party Insurance Billing, Medication Reconciliation, Customer Service, Inventory Control, Compounding, Cash Handling & POS Systems, Medication Labeling & Packaging

## 9- Keep It Short and Relevant

Ideally 1 page for less than 10 years’ experience; max 2 pages for senior-level roles. Don’t list every job you’ve ever had—focus on what’s relevant to pharmacy.

## 10- Proofread- Twice!

Typos are a red flag. Use spellchecks and proofreading tools like Grammarly but also read it aloud or have a colleague look it over. One small mistake can send your resume straight to the rejection pile.

## \*\* Bonus Tip

Upload your resume to [PharmTechsOnly.com](https://www.pharmtechsonly.com) and let employers come to you! Use our Career Portal to search jobs, get alerts, and connect with hiring managers today.

## Action Verbs for Your Resume (Pharmacy Technician Approved)

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### Clinical/Pharmacy Operations:

- Dispensed, Filled, Verified, Compounded, Prepared, Measured, Mixed, Labeled, Packaged, Stocked

### Technical/Analytical:

- Reviewed, Processed, Reconciled, Audited, Scanned, Entered, Monitored, Maintained, Documented, Tracked

### Customer Service:

- Assisted, Counseled, Educated, Advised, Responded, Resolved, Informed, Communicated, Listened, Addressed

### Team/Leadership:

- Trained, Led, Mentored, Delegated, Collaborated, Coordinated, Supported, Scheduled, Supervised, Reported

### **Efficiency & Improvement:**

- Improved, Reduced, Increased, Streamlined, Organized, Implemented, Developed, Initiated, Managed, Achieved
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