SAMPLE RESUME

First and Last Name

Date of birth and/or Pacific Student ID Number

EDUCATION

University of Pacific, Graduation Date: May, 2009 — **Sept 2005 – May 2009**
Bachelors of Science Degree in Biology

Sacramento City College — **June 2004 – 2004**
Summer courses

American River College — **Sept 2009 – Dec 2009**
Pre-requisite courses

WORK EXPERIENCE

WALGREENS — **Sept 2008 – present**
Contact Joe Smith (299-999-9999)
Pharmacy Technician

- **Supervised staff of 3 employees to ensure the pharmacy operated smoothly**
- **Delegated tasks to pharmacy clerks and cashiers**
- **Managed customer service area**

LEADERSHIP ROLES

PREPHARMACY HEALTH CLUB — **Sept 2005 – May 2007**
Public Relations Chair
Contact: Not available

- **Informed members about social and professional events**
- **Advertised and distributed fliers and handouts**
- **Chaired Public Relations Committee**

EXTRACURRICULAR ACTIVITIES

RESIDENTIAL HALL ASSOCIATION — **Jun 2006 –Aug 2006**
RHA Member

- **Liaison between all resident assistants**
- **Collaborated with team to produce quality events**
- **Participated in Residential Talent shows and activities**

VOLUNTEER POSITIONS

KAISER PERMENENTE HOSPITAL — **Jun 2006- Aug 2008**
Student Volunteer
Contact: Sally Smith (209-888-8888)

- **Helped pick up prescriptions for in-patients**
- **Discharged patients from rooms to outpatient pick up**

Please note: There is no limitation on the number of activities you list. Please be sure to include all extracurricular and work experience whether pharmacy related or not.