



It's Time to Shine Pharmacy Technician!

Portfolio Requirements

Your Portfolio should be purchased at an office supply store. It should be nicely bound with easy sleeves to enter your paper work.

The color copies that belong in your portfolio are as follows:

- 1. Updated Resume**
- 2. Color Copy of your State Pharmacy Technician License**
- 3. Color Copy of your National Certificate (optional-may or may not have it)**
- 4. Color Copy of your Certificate of Completion from The Pharmacy Professionals**
- 5. Color Copy of your HIPAA Certificate**
- 6. Color Copy of your CPR card**
- 7. Letters of Recommendations and 3 professional references**
- 8. Letters of Association (if you have joined a Pharmacy Tech association, great idea- low cost association is the AAPT)**

NOTE: It's a great idea to get business card made for your self. Office depot gives you your first 50 cards for a very nominal fee. You can design a pharmacy business card with your name and the title "State Licensed Pharmacy Technician" with all your contact information. This really makes a great impression. You can buy a portfolio that has a business card slot on it and it will look great and most of professional!

Remember you are the best person for this job! It's either you or someone else! Make it you!

GOOD LUCK! YOU WILL DO GREAT!