

**M. [REDACTED] - Hertfordshire University
Preregistration Training Application**

Date of Birth: [REDACTED] 33	Driving Licence: Y
Gender: M	Work Permit <u>Needed: Y</u>
Criminal Offences: N	Foreign Languages: Arabic and Nubian
Email: [REDACTED]	Email (2): Badr [REDACTED]

Term Address (Autumn Term): [REDACTED] [REDACTED] [REDACTED]	Tel: [REDACTED] Mobile Telephone: [REDACTED]
Post Code: [REDACTED]	

Permanent Address (if different from above): Post Code:
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Academic Referee:

Name: [REDACTED]
Position: Academic Lecture in Chemistry School of Pharmacy
Occupation:
Department: School of Pharmacy
Job Title: Academic Lecture in Chemistry School of Pharmacy
Email: [REDACTED]
Tel No. [REDACTED] 6
Fax:
Address: [REDACTED] Academic Lecture in Chemistry School of Pharmacy, University of Hertfordshire [REDACTED] Hatfield, Herts

Second Referee

Name: [REDACTED]
Email: [REDACTED]
Job Title: Pharmacy owner
Tel No. [REDACTED]
Department: Badr Pharmacy
Fax:
Address: Badr Pharmacy, Wadnobawi St <i>Wadnobawi is Kus?? Jadan</i> Omdurman
Did this person employ you?: Yes

Education

GCSE/Scottish Ordinary/Irish Junior Certificate/Other
School Name: [REDACTED]
School Address: [REDACTED] Wadnobawi Omdurman (Sudan)

[REDACTED]
[REDACTED]
[REDACTED]
London

E-mail: [REDACTED]

5th July 2004.

[REDACTED]
[REDACTED]
London.
[REDACTED]

Dear Sir, madam,

I am currently a third year student studying pharmacy at the University of Nottingham. I am writing to enquire about a Pre-registration placement at Carteiss Pharmacy

A pre-registration placement at a community pharmacy dedicated to professional expertise and complemented with a highly motivated workforce will provide me with a cutting edge experience that is both challenging and exciting. Given the opportunity I am to learn more about dispensing, customer care, law relating to pharmacy as well as the daily workings of a community pharmacist. The placement would also enable me to get support and training in order to achieve performance standards and knowledge requirements as laid down by the Royal Pharmaceutical Society.

I believe I have a strong, dynamic personality and together with my academic capabilities will be able to pursue any challenges ahead. The various skills and qualities that I have attained, will be highly valuable in any organisation. These include:

- Good team working skills and interacting professionally and effectively with a wide range of people
- Good communication and public relation skills.
- Innovative and adaptable to different situations
- Making good use of deductive reasoning skills

I am hoping to put to good use my experiences from my work as well as my course where we are doing modules related to Dispensing and pharmacy practice. Pharmacy law and ethics, diseases and goals of treatment as well as responding to symptoms. In a career like pharmacy confidence, teamwork, interaction, organisational abilities are vital. Through my various extra-curricular activities and hobbies I have gained valuable insight into these various qualities required by a pharmacist.

I hope to hear from you soon. I will be available from July 2005

Yours Sincerely,

[REDACTED]

[REDACTED]

Term time address: [REDACTED], Nottingham, [REDACTED]
Home address: [REDACTED]
Telephone number: [REDACTED]
E-Mail Address: [REDACTED]

PERSONAL PROFILE

Date of Birth: [REDACTED]
Gender: Female

EDUCATION

- 2001- 2005 University Of Nottingham
Currently in the third year of my MPharm degree.
- 1999 – 2001 [REDACTED] High School, [REDACTED]
Obtained four A's in GCE A-level Mathematics, Chemistry,
Biology and As- level Statistics respectively.
- 1995-1999 [REDACTED] Girls' Secondary School, [REDACTED]
Obtained my GCE 'O' Levels in nine subjects. Achieved grade
'A' in Mathematics, English, chemistry, Biology, Physics, Pure
Mathematics, Gujarati: 'B' in Computer studies and French.

As I have studied computer studies as a subject for my 'O' level examinations, I am well versed with the Microsoft Office package.

RELEVANT WORK EXPERIENCE

- Summer 2003 : **Boots The Chemist**
Sales Assistant
- Worked on the Healthcare counter and various sections of the store including photography, general sales and food section.
 - Was involved in dispensary reception duties and carried out some labelling of products.
 - Presented a talk on certain Over the Counter Drugs to the various pharmacy students doing a vacation placement and a senior member of the company.

Learning Points

- To deal effectively with customer queries through the use of good questioning skills, explaining skills, product knowledge and non verbal communication.
- As it was a "competency based" programme built on competencies such as Business Focus, Interpersonal understanding, professional expertise, self confidence.

- Proactive and ability to deal with new situations through my working in different sections of the store on short notice.
- Working effectively with other members of staff as a team and building good relationships.

July 2001

[REDACTED] Pharmaceuticals [REDACTED]

This was on a full time voluntary basis.

- Carried out reception duties and ensured deliveries reached customers on time
- Helped with stock control

Learning Points

- Effective organisational abilities thus ensuring delivery dates did not clash.
- Increased confidence in dealing with a wide range of people.

August 2000

[REDACTED] Hospital Pharmacy

This was on a full time voluntary basis

- Observed procedure for patient discharge pharmacy sheets, making of various formulations, Medicines information, counselling patients on use of medicines.
- Helped with record keeping
- Helped with stocking up items on shelves

Learning Points

- Working effectively as a team
- Flexibility in terms of being called at different times according to need
- Listening to the needs of patients and increased awareness of support they need.
- Augmentation public relation skills

OTHER WORK EXPERIENCE

August 2001

[REDACTED] Associates

This was on a full time voluntary basis

- Undertook administrative tasks such as filing
- Helped in inputting of old records into a storage system on the computer for ease of retrieval later.

Learning Points

- Efficiently filed a large number of records, ensuring easy access to these files in future.
- Using my initiative to suggest storage of old records on a computer retrieval system for quick access and retrieval.
- Adapting to a different environment where have had no previous experience.

July 2000

[REDACTED] Hospital

This was on a full time voluntary basis

- Assisted the nurses with making of beds, took time to serve meals to the patients and ensured they were comfortable.
- Helped with cleaning and thus maintaining sterility in a hospital environment.
- Worked in the General Medical ward, Female ward as well as General surgical ward.

Learning Points

- Dealing calmly and effectively with patients
- Building good rapport with all members of staff

PERSONAL ACHIEVEMENTS

Music: I have successfully completed, The Associated Board of the Royal schools of Music (ABRSM) exam for Grade five recorder and theory of music. Music has helped me a lot in terms of time management.

Public speaking: I have also done the London Academy of Dramatic Arts (LAMDA) exam in spoken verse and prose. I did the grade four exam. This really helped to build up my self-confidence.

Languages: I am fluent in Gujarati, which is my mother tongue and also speak Hindi, kiswahili.

POSITIONS OF RESPONSIBILITY

Committee member : In high school I was a committee member of the Information Technology (IT) club. While in the Information Technology club I helped to organise a computer exhibition in our school. This further enhanced our sense of team spirit and greatly improved my organisational abilities.

[REDACTED] United Nations [REDACTED] as a delegate. Taking part in this activity generally helped me to build on my interpersonal skills as well as public relations skills.

School Speech day: I was given the responsibility of ensuring the flower arrangements were done on time, arranged properly and within a certain budget. Was also involved in serving parents and ensuring tables were sufficiently full.

School Official: I have been a school official during the cycle race, sports day and science congress.

ACTIVITIES AND INTERESTS

Sport: I enjoy swimming, cycling and basketball. I have swum in many competitions at school and Provincial level. My involvement in these competitions has made me pro-active and has taught me a lot about the importance of team spirit and time management.

Other interests: I enjoy flower arranging and doing traditional art like 'Rangoli.' 'Rangoli' is a form of art where you draw patterns on the floor and fill them in with different coloured powders. I have taken part in many flower arranging and Rangoli competitions. This has increased my cultural awareness and creativity.

I am currently a member of the BPSA (British Pharmaceutical Students' Association). I regularly attend branch meetings of the Royal pharmaceutical society of Great Britain as well as BPSA Area conferences. I recently attended the BPSA Annual Conference in Birmingham. This was an opportunity to interact with students' from other schools of pharmacy as well as to debate current issues affecting the profession.

SUMMARY

I am currently pursuing my MPharm degree and am in the third year of study. I am hoping to put to good use my experiences from my work as well as my course.

In a career like pharmacy confidence, teamwork, interaction, organisational abilities are vital. Through my various extra-curricular activities, hobbies and work experience I have gained valuable insight into the various aspects of being a pharmacist.