

Pharmacy Technician Sample Cover Letter

Prepared by Centennial College, Cooperative Education and Employment Resources, 2010

PAT M. SMITH

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July 4, 2010

Mr. Frank Ferria - Pharmacist

Downtown Pharmacy
123 Broadview Avenue, Toronto, ON M4K 2S5

Dear Mr. Ferria:

In response to your advertisement in The Toronto Star on June 30, 2010, please find attached my resume for the Pharmacy Technician position. I am very interested in this opportunity and believe that once you review my qualifications, you will find they are extremely compatible with your requirements.

As a graduate from Centennial College's Pharmacy Technician Diploma program, I have acquired excellent knowledge and skills in the areas of community dispensing, pharmacy communications and operations, and knowledge of prescription drugs, home health care and non-prescription products. Through over seven years of experience in the customer service field, my ability to communicate with people of various backgrounds has allowed me to provide quality customer service and be sensitive to the needs of a diverse clientele.

In addition, my role at ABCD Mart has enabled me to develop sound communication skills and an ability to work with minimal supervision. As a result of my experience in pharmacy settings, I would bring to your position a good knowledge of the industry, hands-on experience, excellent computer skills, including knowledge of Nexxis and FlexiPharm, and fluency in English and Spanish.

Downtown Pharmacy is well known for its community focus, friendly service and personalized patient care. The opportunity to work with a knowledgeable team of pharmacists and technicians that contribute daily to the well being of their community would be a privilege.

An interview at your convenience to further discuss my qualifications would be appreciated. Please do not hesitate to contact me at (416) 123-4567 or (416) 111-9999. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely,

Signature Here

Pat M. Smith.