**Ryan Kelly**

|  |  |  |
| --- | --- | --- |
| [Street Address] New York, NY 55900 | Email: [Email Address] | Phone: (555) 555–5555, Mobile: (333) 333-3333 |
|  |  |  |

**Today’s date**

Mr. Carl Wood, human resources director

Pharmacy or hospital name

Address, City, State, zip

**Re: Pharmacy Technician**

Dear Sir,  
I am very interested in your pharmacy’s ad for a pharmacy technician.

I am attaching my resume to this cover letter for your review.   
I have a Bachelor’s degree in pharmaceuticals, and have been working for fifteen years in the field, amassing much experience in preparing medications to be taken by patients, maintaining their medical documentation, and communicating with patients regarding when and how they should use their drugs.

My current responsibilities and skills encompass:

* Computer knowledge.
* Double checking prescriptions against earlier prescriptions ordered to eliminate multiple refills and possible resale.
* Packaging medications for pick-up and delivery.
* Assisting the pharmacist with maintaining inventory.
* Storing drugs neatly, and ringing up pharmacy purchases.
* In addition to keeping abreast of new medications and treatments, I report side effects and drug interactions to the pharmacist and the appropriate agencies.

I balance my penchant for interacting with patients with my accurate paperwork and would be very interested in employing my skills at your pharmacy.

Please let me know when it would be convenient to come for an interview.

Sincerely,

**Ryan Kelly**

**Enclosure: Resume**