**PHARMACY TECHNICIAN COVER LETTER**

[Date]

Mr. William Kaufman
Human Resources Manager
Sometown General Hospital
44 Grove Ave.
Sometown, MA 01000

Subject: Pharmacy Technician Openings

Dear Mr. Kaufman,

As a Certified Pharmacy Technician (CPhT) with Massachusetts licensure, I am writing to express my strong interest in joining your multidisciplinary healthcare team. I have recently moved to Sometown from Boston, and I am actively seeking full-time employment.

My background includes six years of experience working as a pharmacy tech in both retail and hospital formulary settings.

Highlights of my credentials include:

* Seven years of pharmacy tech experience;
* Experience in both retail and hospital pharmacy operations;
* Comprehensive knowledge of medical terminology; third-party formularies and plan limitations; apothecary and metric systems of weights and measures; and pharmaceutical calculations; and
* A proven track record of commended performance in all pharmacy tech positions held.

After earning my pharmacy technician certification from Sometown University in 20XX, I joined HVC's retail pharmacy team, serving as a pharmacy tech for one of the chain's highest-volume drugstores in Boston. I achieved high marks on my annual reviews throughout my four-year employment with HVC, earning consistent praise for my attention to detail in filling prescriptions, measuring medications, and maintaining up-to-date customer records and insurance information.

In 20XX, I accepted a pharmacy tech position with ABC Medical Center, working in its hospital formulary. As in my previous position, I was commended for my accuracy, attention to detail and high productivity level. I also expanded my knowledge of dosages and indications for a broadened array of medical conditions during my two years with this Level 1 trauma center.

I would welcome the opportunity for an interview, and I will follow up with you in a few days to explore this possibility. In the meantime, I am enclosing my resume for your review, and I hope you will not hesitate to contact me at (555) 555-5555 or via email at someone@example.com to arrange a meeting. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Edward Shaw, CPhT