**PHARMACY TECHNICIAN COVER LETTER**

Dear Human Resources Director,

I am applying for a position as a pharmacy technician and I am able to work at any of your 12 metropolitan city locations. My name is Wes Bradley and I just graduated from XYZ State University with a Bachelor of Science degree in Chemistry. I have been accepted to the School of Pharmacy at ABC City College where I will start classes at the end of August. I am looking for a technician job, not only for the summer, but after school starts as well. Once my classes begin I will still be able to work in the evenings which is what I would like to do if there is a job available.

Although I have never worked as a pharmacy technician, I understand that you have a training program and I am a quick study. Throughout college I worked as a waiter at an upscale seafood restaurant. I am accustomed to working in a very fast-paced environment and I understand the importance of providing superior customer service. I took some pre-pharmacy courses during my undergraduate years in college; therefore I am already familiar with pharmaceutical terminology, laws and ethics governing the industry, patient privacy laws and electronic health records.

I understand the importance of making sure that patients fully understand any side effects associated with their prescription medications as well as the proper dosage and time medications should be taken. I am familiar with professional telephone etiquette and am also an excellent time manager and multi-tasker. I possess strong communication, interpersonal and organizational skills and I am proficient on a number of different computer programs.

I hope you will consider me for a position as a pharmacy technician at one of the area ABC Pharmacy locations. Please feel free to contact me for a telephone or personal interview on my cell phone at (555)-555-5555 or via email at [email].

Sincerely,

Wes Bradley