**PHARMACY TECHNICIAN COVER LETTER**

Dear Human Resources Director,

My name is Gina Weaver and I am applying for a job as a pharmacy technician with your organization. I have been working as a pharmacy technician for the past 3 years at XYZ Community Pharmacy in Southville, but I am moving into the city and would like to find a position as a technician in one of your XYZ City stores. I am able to work at any store in the city where they may be an opening for a pharmacy technician.

I have experience with all duties associated with a typical pharmacy technician job including receiving prescription orders from customers either in person, online or by telephone. I understand the importance of delivering excellent customer service and that there is no room for error when handling customer prescriptions. I am able to answer many customer questions regarding prescriptions and know when to bring the pharmacist into the discussion or when to refer the patient back to the physician.

I am accustomed to assisting the pharmacist by selecting medications that are listed on prescriptions. I have experience printing labels for prescription bottles and verifying that the information on the bottle matches the original written or printed prescription from the physician. I also know how to update patients’ records each time prescriptions are filled or changed. I have experience filing insurance and following up with the insurance company or the customer for payment.

I would greatly appreciate being considered for a position as a pharmacy technician with your organization whenever there is an opening at any of your city locations. An application, my resume and a letter of reference from my current employer are all attached. Please feel free to contact me at your convenience on my cell phone at (555)-555-5555 or by email at [email] I am available most any time for a personal or telephone interview.

Respectfully,

Your Signature