

[Your Full Name]
[Your Professional Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Pharmacy Operations]
[Healthcare Organization/Pharmacy Name]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the Pharmacy Manager position at [Pharmacy Name], as recommended to me by [Referral Name], [Referral's Job Title/Relationship]. Having worked closely with [Referral Name] in the past, they suggested that my background in clinical oversight and operational leadership would align well with your current team's objectives.

With [Number] years of experience in pharmacy management, I have developed a proven track record of optimizing workflow efficiency, ensuring rigorous regulatory compliance, and enhancing patient care outcomes. In my most recent role at [Current/Previous Organization], I successfully [mention a specific achievement, e.g., reduced medication errors by X% or increased departmental revenue by Y%].

I am particularly drawn to [Pharmacy Name] because of your reputation for [mention a specific company value or project]. My expertise in [mention 2-3 skills, e.g., inventory management, staff development, or clinical counseling] positions me to contribute immediately to your facility's success.

I have attached my resume for your review and would welcome the opportunity to discuss how my management style and clinical expertise can benefit [Pharmacy Name]. Thank you for your time and for the consideration of my application.

Sincerely,

[Your Signature]

[Your Printed Name]