

# [FULL NAME]

[Street Address] | [City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Pharmacy/Healthcare Facility Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name or "Pharmacy Manager"],

I am writing to express my interest in the Certified Pharmacy Technician position at [Pharmacy/Facility Name], as advertised on [Platform]. As a PTCB certified professional with [Number] years of experience in [Retail/Hospital/Clinical] settings, I am confident in my ability to contribute to your team's commitment to patient care and operational excellence.

In my previous role at [Previous Employer], I developed a strong foundation in prescription processing, sterile/non-sterile compounding, and inventory management. I am well-versed in [Specific Software/System Name] and maintain a meticulous approach to medication safety and HIPAA compliance. My background includes:

- Accurately processing an average of [Number] prescriptions daily while maintaining zero dispensing errors.
- Collaborating with healthcare providers to resolve insurance adjudications and prior authorizations.
- Assisting pharmacists with clinical tasks and ensuring a high level of customer satisfaction.

I am particularly drawn to [Pharmacy/Facility Name] because of your reputation for [Specific Company Value or Achievement]. I am eager to bring my technical expertise and strong interpersonal skills to your pharmacy team to help maintain the high standards of service your patients expect.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my certification and experience align with the needs of your pharmacy.

Sincerely,

[Signature (if sending by mail)]

[Full Name], CPhT