

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Pharmacy Director or Title]

[Hospital/Healthcare System Name]

[Department of Pharmacy Services]

[City, State, Zip Code]

RE: Inpatient Pharmacy Technician Application - [Job Requisition Number]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Inpatient Pharmacy Technician position at [Hospital Name], as advertised on [Platform where job was found]. With my [Number] years of experience in hospital pharmacy operations and my [CPhT/State] certification, I am confident in my ability to contribute to the high standards of patient care and medication safety maintained by your facility.

In my previous role at [Current/Previous Hospital], I developed a strong proficiency in sterile and non-sterile compounding, adhering strictly to USP <797> and <800> guidelines. My background includes extensive experience with automated dispensing cabinets (ADCs) such as [Pyxis/Omnice], IV cleanroom maintenance, and the accurate filling of unit-dose medications. I am well-versed in navigating complex Electronic Health Records (EHR) systems like [Epic/Cerner] to ensure seamless medication reconciliation and distribution.

Beyond my technical skills, I pride myself on my ability to work efficiently within a fast-paced multidisciplinary team. I understand the critical nature of timely medication delivery in an inpatient setting and am committed to maintaining rigorous quality control measures to prevent medication errors. I am eager to bring my detail-oriented approach and dedication to pharmaceutical excellence to the pharmacy team at [Hospital Name].

Thank you for your time and for considering my application. I welcome the opportunity to discuss how my clinical skills and professional background align with the needs of your inpatient pharmacy department.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]