

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]
[City, State, Zip Code]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Lead Pharmacy Technician position at [Facility Name], as advertised on [Platform/Source]. With [Number] years of experience in [Retail/Hospital/Clinical] pharmacy environments and a proven track record of supervising technical staff, I am confident in my ability to enhance the operational efficiency and safety of your pharmacy department.

In my current role as [Current Title] at [Current Company], I have successfully overseen [specific responsibility, e.g., sterile compounding, inventory management, or workflow optimization]. My leadership contributed to [specific achievement, e.g., a 15% reduction in medication errors or successful passing of Joint Commission inspections]. I am deeply committed to maintaining strict compliance with USP <797>, <800>, and state board regulations while fostering a collaborative environment for the technician team.

My core competencies include [Skill 1], [Skill 2], and [Skill 3]. I am particularly adept at managing complex scheduling, mentoring junior technicians, and implementing automated dispensing systems. I take pride in my role as a liaison between the technical staff and the pharmacists to ensure seamless patient care and medication safety.

I am eager to bring my technical expertise and leadership experience to [Facility Name]. Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your pharmacy team.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]
CPHT, [Any other certifications]