

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Pharmacy Director or Lead Pharmacist]

[Cancer Center or Hospital Name]

[Department of Oncology Pharmacy]

[Street Address]

[City, State, Zip Code]

**RE: Oncology Pharmacy Technician Application - [Job Reference Number]**

Dear [Mr./Ms./Dr.] [Hiring Manager Last Name],

[Opening Paragraph: Express interest in the Oncology Pharmacy Technician position. Briefly mention your years of experience in pharmacy and your specific certification, such as CPhT or CSPT.]

[Second Paragraph: Detail your expertise in sterile compounding and USP <797> and USP <800> compliance. Highlight your experience handling hazardous drugs, chemotherapeutic agents, and biological safety cabinets. Mention your commitment to accuracy in dosage calculation and patient safety.]

[Third Paragraph: Discuss your ability to work within a multidisciplinary oncology team. Mention experience with pharmacy automation systems, inventory management for high-cost oncology medications, or clinical trial support if applicable.]

[Closing Paragraph: Reiterate your desire to contribute to the facility's patient care goals. Request an interview to discuss how your technical skills can support their oncology pharmacy operations.]

Sincerely,

[Your Printed Name]