

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Pharmacy Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Pharmacy Technician position at [Pharmacy Name] as advertised on [Where you saw the posting]. As a [Certified/Registered] Pharmacy Technician with [Number] years of experience in high-volume retail environments, I am confident in my ability to contribute to the efficiency and accuracy of your pharmacy team.

In my previous role at [Previous Pharmacy], I was responsible for processing over [Number] prescriptions daily while maintaining a zero-error rate. My expertise includes managing insurance adjudications, performing inventory control, and ensuring compliance with HIPAA and state Board of Pharmacy regulations. I am particularly adept at utilizing [Specific Pharmacy Software Name] to streamline workflow and reduce patient wait times.

Beyond technical proficiency, I pride myself on providing exceptional patient care. I understand that the retail pharmacy is often the final step in a patient's healthcare journey, and I strive to offer clear communication regarding medication usage and friendly service to build long-term customer loyalty.

I am eager to bring my attention to detail and strong work ethic to [Pharmacy Name]. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support your team's goals.

Sincerely,

[Your Signature]

[Your Printed Name]