Mr. William Kaufman

Human Resources Manager

Lowell General Hospital

44 Grove Ave.

Lowell, MA 01000

Dear Mr. Kaufman:

As a Certified Pharmacy Technician (CPhT) with Massachusetts licensure, I am writing to express my strong interest in joining your multidisciplinary healthcare team. I have recently moved to Lowell from Boston, and I am actively seeking full-time employment.

My background includes six years of experience working as a pharmacy tech in both retail and hospital formulary settings. Highlights of my credentials include:

* Seven years of pharmacy tech experience
* Experience in both retail and hospital pharmacy operations
* Comprehensive knowledge of medical terminology; third-party formularies and plan limitations; apothecary and metric systems of weights and measures; and pharmaceutical calculations
* A proven track record of commended performance in all pharmacy tech positions held.

After earning my pharmacy technician certification from Worcester State University in 2014, I joined HVC's retail pharmacy team, serving as a pharmacy tech for one of the chain's highest-volume drugstores in Boston. I achieved high marks on my annual reviews throughout my four-year employment with HVC, earning consistent praise for my attention to detail in filling prescriptions, measuring medications, and maintaining up-to-date customer records and insurance information.

In 2018, I accepted a pharmacy tech position with ABC Medical Center, working in its hospital formulary. As in my previous position, I was commended for my accuracy, attention to detail, and high productivity level. I also expanded my knowledge of dosages and indications for a broadened array of medical conditions during my two years with this Level 1 trauma center.

I would welcome the opportunity for an interview, and I will follow up with you in a few days to explore this possibility. In the meantime, I am enclosing my resume for your review, and I hope you will not hesitate to contact me at (535) 324-2432 or via email at edwardshaw@gmail.com to arrange a meeting. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Edward Shaw, CPhT