

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- retail pharmacist cover letter

Respected sir/ma'am,

I am [mention the name of the sender] with over three years of working experience as a pharmacist at [mention the name of another company] am writing this letter as a response to your advertisement where it was mentioned that [mention the name of the hiring company] is speaking for an experienced [mention the name of the job post].

First and foremost, I would like to inform you that I have completed my graduation in pharmacology from [mention the name of a college] and after that, I started working with [mention the name of the company mentioned above]. As you can see that I have a proper academic background after you go through this letter, you will also see that I have proper working experience also.

Speaking of my skills and responsibilities I used to provide immunization, keep accurate customer records, make sure that the working environment is safe and clean, complete operation and requirements of the pharmacy, stick to the legal rules, regulations and procedures, perform administrative tasks etc.

Kindly find my attached resume for your consideration, and I hope that I will be hearing from you regarding the next steps soon. Thank you so much for your time and efforts.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]