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- Pharmacy assistant cover letter

Dear

I know that [Mention the name of the company] pharmacy is in need of a new pharmacy assistant. I'm glad to submit my application for the job, and I'm writing to explain why you should choose me. I am certain that I will get along well with your team given my background as a pharmacy assistant and customer service representative and my contagious enthusiasm.

I began working as a customer service representative for a large chain of grocery stores, where I received numerous commendations for my friendliness, optimism, and problem-solving abilities. Management valued me and frequently expressed their wish that I had ten clones. After a while, I decided to switch to the pharmacy division at the shop and enrolled in college courses to study pharmacy.

I have now worked as a pharmacy assistant for [Mention the number] years, as specified in your job posting, and I have honed my skills in confirming drugs, putting together patient paperwork and insurance information, and helping pharmacists with medication distribution and inventory. Customers and pharmacists have both expressed great satisfaction with my personality and diligence,

I am more than delighted to share my knowledge and abilities with you and your customers at [Mention the name of the company] pharmacy, and I am frequently acknowledged at the monthly employee meetings. If you would like to arrange a meeting, kindly get in touch with me by phone or email. I appreciate you reading through my application.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

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