

Sample Student

Schaumburg, IL 60183 | 847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

August 4, 20xx

Hiring Manager
ABC Drug Store
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am writing to express my interest in the **Pharmacy Technician** position that is posted on Harper's online job posting system. My experience and dedication to providing exceptional customer service would allow me to contribute positively to your team.

I have attached my resume for your consideration and would like to highlight some of the qualifications that I believe make me an excellent candidate for this position. These include:

- Hold a State of Illinois Pharmacy Technician License
- Excellent communication skills
- Strong analytical and math skills
- Skilled in the use of computers, and proficient in Microsoft Office Word, Excel, and PowerPoint
- Bilingual in Spanish and English

I welcome the opportunity to work at ABC Drug Store, which is known for its dedication to providing exceptional customer service. I look forward to an opportunity to discuss this position with you. Please contact me if I can provide any additional information. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Sample Student