

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 qualifications include:

- Pharmacy Technician License
- Completion of General Chemistry I and II, Calculus I and II
- Bilingual in Spanish and English
- Proficient in Microsoft Office: Word, Excel and PowerPoint
- Strong communication skills

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