

Melissa Morningstar

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August 4, 20xx

Ms. Jane Smith
Human Resources Manager
ABC Drug Store
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I am writing to express my interest in the **Pharmacy Technician** position that was 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 and Fundamentals of Speech Communication
- 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 in person. Please contact me if I can provide any additional information. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Melissa Morningstar