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| **robert smith**  **Director of Pharmacy** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to you today to apply for the vacant position of Director of Pharmacy.I came across this job opening at XXXX. I have been working in the field of Pharmacy since long and have immense experience handling various related operations.

I hold an associate degree in pharmacy and hold three years’ experience in the same position at XXXX. During my time at XXXX, I have learned a lot about monitoring the functioning of pharmacy personnel and creating quality assurance techniques to make sure legal, safe, and ethical practices.

My experience and skills working at this position at XXXX, my current employer allows me-

* Managing order processing, dispensation, inventory, and distribution of pharmaceutical products.
* Managing business planning.
* Ensuring that the pharmaceutical staff uses the available equipment and products effectively and efficiently.
* Conducting regular staff meetings.

Moreover, I closely supervise the work of the pharmaceutical staff to ensure utmost efficiency and quality control in my operations. I assure you that if given a chance, I will make every possible effort to prove my worth. I am eager to add value to the amazing work done by your esteemed organization. I love challenging work and I have an exceptional ability to handle workflow effectively.

Thanks for your valuable time and for considering my candidature for this position.

Please find attached my resume for your kind perusal. Looking forward to your reply soon.

Sincerely,

[Your Name]