**Robert Smith**

**Pharmacy Clerk**

[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],

This job application is regarding the available role of Pharmacy Clerk advertised in the classified section of ABC Newspaper. Being an experienced and knowledgeable individual, I have developed expertise in welcoming and addressing their inquiries, processing bills, and providing other clerical support.

Here is presenting my job duties for your review:

* Greet the customers at the pharmacy.
* Review the prescription and accordingly dispense the medication.
* Understand and answer the customers’ inquiries.
* Check the temperature of medication storage refrigerator.
* Identify the inventory requirement and accordingly restock the supplies.
* Generate the bills and collect payments.
* Perform other assigned duties.

During my work experience of 3 years in a similar domain, I have developed job-specific skill sets such as customer communication, inventory management, organizational ability, and multitasking skills etc.

I would like to thank you for considering my candidature. I am attaching my resume to share my academic records and prior job experience. I look forward to having a chance to explain my skills further.

Best Regards,

[Your Name]

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