**Vincent Mason** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. Ray Crawford, Pharmacy Director

Super-Pharm

Address, City, State, zip

**Re: Pharmacist, Advertised in Druggists’ Digest**

Dear Sir,

Regarding your recent job post in the Druggists’ Digest, I would like to offer my candidacy for the position of pharmacist.

As my resume states, I have worked as a registered pharmacist for 13 years and earned my BS in pharmacy with honors from Chicago State University.   
In addition, I am keenly interested in nutrition and use my knowledge of the pharmaceutical branch of medicine and the nutritional field to provide patients with the best care that I can.

In my current position, I am responsible for the efficient management of a busy pharmacy, including -

* Filling prescriptions.
* Checking for drug interactions with other medications that the patient is taking.
* Advising patients of side effects and ways of minimizing them.
* Ensuring that I am up to date on all new medications introduced as well as those which are taken off the market.
* Maintaining the pharmacy well stocked.

I am aware which prescriptions may be filled generically and which need the specific brand name drug, and warn patients against dependency or overuse of medications.   
I am comfortable handling paperwork for insurance reimbursement and for severely restricted medications.

I would be interested in meeting with you for an interview. Please be in touch with me at [Email Address] or 123-456-7890 so we can arrange a mutually convenient time.

Cordially,

**Vincent Mason**

**Attachment: Resume**