Sample Cover Letter – Pharmacy

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own document.

Philip Pharmacy
27 Station Street
Rowville, VIC., 3144
philpharm4@yahoo.com
0410 297 657

6 May 2015

Mr Tony Symes
Senior Pharmacist
Bendigo Flats Pharmacy
164 Main Street
Bendigo, VIC., 3550

Dear Mr Symes,

I write with enthusiasm for the position of Pharmacy Intern 2015, advertised recently in the Bendigo Gazette. Clinical placements undertaken during my studies of the Bachelor of Pharmacy at Monash University confirmed my interest in working in a community pharmacy, especially one that provides diverse clinical services to hostels, community centres and home medication programs. The strong connection between Bendigo Flats Pharmacy and other health service providers, such as hospitals and rehabilitation facilities, and the community oriented approach to services appeals to me very much.

My employment experience in a community pharmacy and as a dispensary technician helped me gain fundamental skills in OTC prescribing, counselling and dispensing. Feedback from supervisors commented on my ability to work well under pressure, pay attention to detail and time manage my responsibilities effectively.

Interviewing patients and dealing with customer enquiries has sharpened my communication skills including the ability to listen carefully and check that information I provide on the use of pharmaceutical products has been clearly understood. Participation in committees at university and volunteering as a presenter to promote pharmacy careers to students in rural Victoria are other ways I have improved my ability to share information, contribute to decision making in a team and confidently present to groups of people.

Having grown up in Bendigo I have strong links to the district and a commitment to improving the health of this community. I have maintained work and social networks and look forward to continuing involvement in community activities and joining local business associations when I return to commence my professional career.

Please find attached my resume and copy of academic transcript. Thank you for considering my application. I look forward to an opportunity to discuss it further at interview and can be most easily reached on 0410 297 657.

Yours sincerely,

Philip Pharmacy

Are you looking for a 2015 Pharmacy Intern position?

Further your Pharmacy career with Bendigo's most established Pharmacy

-

Bendigo Flats Pharmacy

We are currently looking for a Pharmacy Intern to perform tasks in accordance with QCPP under the supervision of the Pharmacist.

Bendigo Flats Pharmacy has a 60 year history of providing pharmacy services for the community. We pride ourselves on understanding community health needs and building relationships with other health care providers in the area.

Ideally you will have a strong interest in community pharmacy and an understanding of the issues faced by community health providers. As a Pharmacy Intern you will need to:

- Demonstrate the ability to work under pressure
- Be highly focussed on attention to detail
- Have excellent organisational skills
- Communicate effectively with a wide variety of clients
- Work effectively as part of a team
- Understand client needs and convey information accurately
- Be committed to the pharmacy profession

In turn we are committed to providing Intern Pharmacists with the resources and opportunities to set the foundation for a successful career as a Pharmacist.

All successful applicants must be eligible to commence their internship this year and will be required to undergo an Australian Police Check.

For further information please contact Mr Tony Symes, Senior Pharmacist on

53 337 737.