

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Pharmacy Technician

Dear Hiring Manager,

I am excited to apply for the Career Change Pharmacy Technician position at Acme Corporation, which I discovered on your company website. With a strong background in healthcare management and a keen interest in pharmacy operations, I believe I am well-equipped to contribute effectively to your team and help deliver exceptional patient care.

In my previous role as a healthcare administrator, I successfully managed a diverse array of tasks that directly support patient services. For instance, I implemented a new patient record management system that improved patient data retrieval times by 40%, ensuring that healthcare providers had timely access to critical information. Additionally, I collaborated closely with pharmacy staff to streamline medication ordering processes, reducing inventory discrepancies by 30%. These experiences have honed my attention to detail, communication skills, and ability to work efficiently in a fast-paced environment, all of which are vital for a successful pharmacy technician.

I am particularly drawn to Acme Corporation due to its commitment to community health and innovative patient care solutions. I am eager to bring my organizational skills and passion for healthcare to your pharmacy team. I would greatly appreciate the opportunity to discuss how my background and skills align with the goals of Acme Corporation and how I can contribute to enhancing patient experiences. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Smith