

Jordan Lee Martinez

January 16, 2026

Acme Corporation

RE: Entry Level Pharmacy Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level Pharmacy Technician position at Acme Corporation, which I discovered on your careers page. With a strong background in customer service and a dedicated interest in pharmacy, I am eager to contribute to your team and support your commitment to delivering high-quality healthcare to the community.

During my time as a pharmacy intern at HealthFirst Pharmacy, I developed essential skills that align with the requirements of this position. I successfully assisted licensed pharmacists in dispensing medications and managing inventory, which included performing detailed medication reconciliations and ensuring compliance with health regulations. This experience honed my attention to detail and strengthened my ability to work effectively under pressure, as I often managed multiple tasks while providing exceptional customer service.

Additionally, I completed a certification program in Pharmacy Technology, where I gained valuable knowledge in pharmaceutical calculations, drug interactions, and patient safety protocols. My coursework involved practical simulations where I demonstrated my capability to accurately prepare and label prescriptions. I also volunteered at a local health fair, where I educated community members about medication management and preventive care, enhancing my communication skills and ability to engage with diverse populations.

I am very enthusiastic about the opportunity to join Acme Corporation and contribute to your team as an Entry Level Pharmacy Technician. I look forward to discussing how my background, skills, and passion for pharmacy can benefit your organization. Thank you for considering my application.

Sincerely,

Jordan Lee Martinez