

EXAMPLE OF A COVER LETTER FOR PHARMACY INTERNSHIP STUDENTS

(You are advised not to copy this sample but use it for ideas to create your own)

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October 6 2009

Mr Lachlan O'Malley
Senior Pharmacist
Bendigo Flats Pharmacy
164 Main Street
Bendigo, VIC., 3550

Dear Mr O'Malley,

I write with enthusiasm for the position of Pharmacy Intern 2010, advertised recently in the Bendigo Gazette. Clinical placements undertaken during 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 joining community groups in sport and music as well as 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 faithfully

Philomena Pharmacy