

Cover Letter Example

Address
City, State ZIP

Robert A. Moye, PharmD
The University of Tennessee Medical Center
Department of Pharmacy
1924 Alcoa Highway, Box U41
Knoxville, TN 37920

Dear Mr. Moye:

Enclosed you will find my application packet with regard to the post graduate training in pharmacy practice residency at The University of Tennessee Medical Center. This position is ideally suited for the completion of my short and long-term career goals. I would greatly appreciate the opportunity to discuss it further with you during a personal interview.

Please refer to the following highlights from my pharmacy experience when considering me for the PGY1 residency position:

- PharmD from Purdue University (Anticipated May 2007)
- Completion of 44 weeks of advanced clerkships (Anticipated May 2007)
- Clinical research intern Methodist Hospital; Indianapolis, IN
- Undergraduate research fellowship; Purdue University
- Three years community pharmacy experience at Walgreens
- Member of American Society of Health-System Pharmacists (ASHP)
- Member of American Pharmaceutical Association (APhA)

My purpose-driven attitude as a student is ideally suited to complement my development as a resident. I have been gratified that several of my pharmacy preceptors have routinely made reference to one of my strongest personal qualities: altruism. Similarly, these same preceptors have also complimented me on other values that I exhibit such as honesty, integrity, and compassion. These characteristics should serve as a perfect foundation for my continual advancement in The University of Tennessee Medical Center residency program.

I greatly appreciate your consideration and look forward to hearing from you shortly.

Sincerely,

Name of applicant