**Mary S. Bowman**  
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5-18-2017  
**Mr. Greg R. Thompson**  
**Pharmacist**  
**Thompson Pharmacy**  
745 West Palmetto Avenue, Tallahassee, Florida 32134

Dear Mr. Thompson,  
I saw your listing in the local Tallahassee newspaper and immediately knew I would make a good fit for your company. I went to pharmacology school for four years at Florida State University in the mid-2000s. Here, I briefly took several labs that helped prepare me for what I assumed would be a step in the direction towards obtaining my pharmacology degree and opening my own business. Unfortunately, family problems kept me from finishing my degree.

However, I was able to get a position at Tallahassee Pharmacy after dropping out that has been excellent preparation for your job. At this pharmacy, I have prepared a variety of medications while also studying very hard to finish my degree. This experience has taught me how to balance hard work and a personal life in an efficient manner. In fact, I am just one class short of finishing my Bachelor's degree and should do so in the next semester.

My duties and accomplishments at my current position are many. For example, I've had to prepare dozens of medications during very busy times of the day. I've also worked to create a new system that streamlined the effectiveness of our accident-checking system. Since its implementation, I've helped decrease med errors by 75 percent. This accomplishment earned me “Employee of the Year” awards last year.

Job skills that I possess that would benefit this position include a high attention to detail and a strong ability to focus for extended periods of time. During my education and work experiences, I've learned how to concentrate heavily on critical tasks and how to avoid mistakes. I have also learned the valuable personal interaction skills that are so essential for a successful pharmacy.

I hope that this information illustrates to you what a great addition I would be to your company. My years of experience have helped prepare me for the kind of work that your position demands. I am excited about my potential to learn from you at this post and hope to hear back from you as soon as possible. My availability is limited to after 5:30 in the afternoon or before 9:30 in the morning.

Sincerely,  
Mary S. Bowman