**Jean L. Doogan**  
74 Moss Avenue, Boise, Idaho 48382  
Telephone: 732-947-2312  
*jeanjeannie@email.com*  
**Harold Dumar**  
**Pharmacist**  
**Big Town Pharmacy**

Dear Mr. Dumar,

My name is Jean L. Doogan, and I have 30 years in the pharmacy business. During the mid-80s, I attended Chicago State University and received an MA in Pharmacology. After that, I moved to Louisiana, where I opened my pharmacy and spent my entire career serving a small, but friendly, town. Since then, I've moved to the Boise area with my husband for my semi-retirement.

However, my love of the field has compelled me to answer your advertisement. I understand that you may want to hire somebody new to the field, but I bring with me 30 years of experience and expertise. Training wouldn't be a necessity with me, as I've spent my whole life performing the duties outlined in your advertisement. For example, I've counted medications numberless times to ensure their number was accurate. These abilities have become, essentially, second nature to me.

When I owned my pharmacy, I was awarded a Louisiana state honor by not making a single medication error for over 25 years. My original business started out serving about a dozen people, but I expanded that business reach to include nearly everyone in the town. While I was the lead pharmacist in Louisana, I successfully trained over a dozen different technicians. Each has gone off to their successful pharmacological careers.

My job skills include the ability to sort medication, how to tell them apart on sight, working with a sometimes demanding public, and a strong memory that has helped me stay on personal terms with nearly everyone who walked into my pharmacy. Too few pharmacists or pharmacy technicians realize the importance of being kind and friendly with the people they serve. That is a mistake I have never made.

I hope my letter has piqued your interest because I haven't been this excited about a job in years. While my successful business allowed me to retire early, I miss being out there and helping people out on a daily basis. If you hire me, I will bring my boundless enthusiasm and my decades of experience to your small pharmacy, providing you with a skilled pharmacy technician who truly loves what she is doing. I hope to hear back from you soon.

Sincerely,

Jean L. Doogan