Your Name

Mob:

Email

Date

Contact name

Title

Company

Address

Dear (contact name)

**Your Reference: (job number or position name)**

Thank you for the opportunity to apply for the ……………….. role available with your (company), advertised on ………………..

I have attached my resume providing a description of my skills and attributes and an application document addressing your selection criteria for this role.

Having recently completed my (qualification) in ……………….. with Chisholm Institute and (any placement hours) I am keen to work within this professional sector. Completing (experience or placement) has ensured that I have practical skills as well as sound knowledge of working within community pharmacies. I have also completed (any relevant previous information that may add value for the position).

I have gained excellent knowledge of …………………………………………………… (add previous experience here also). I believe that I demonstrate the professionalism that you require with ………………………………….

In my previous experience I have demonstrated punctuality and reliability. I have worked in teams in (industry) environments, where (skills gained) were a priority along with communicating well with all customers. I am supportive and considerate of others when working in teams and attending to customers and I am very keen to succeed in a role that allows me to provide a quality service.

I would be pleased if I could be considered for an interview and can be contacted on my mobile on (your mobile number). I look forward to hearing from you and thank you for considering my application.

Yours sincerely,

Your name