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# MATTHEW HILL

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## **Palestine Regional Medical Center**

Mr. Jeffery Gordon  
Human Resources Manager  
2900 South Loop 256  
Palestine, Texas 75801

August 28, 2017

Dear Mr. Gordon:

I am writing this letter to express my interest in the entry-level pharmacy technician position at the Palestine Regional Medical Center. I have recently completed the pharmacy technician program at Brightwood College in Brownsville and will be returning to Palestine, my hometown, at the beginning of fall.

In addition to my pharmacy technician diploma from Brightwood, I have received my Certified Pharmacy Technician (CPhT) certification from the Pharmacy Technician Certification Board (PTCB) in July 2017. Moreover, I possess a Trainee License issued by the Texas State Board of Pharmacy.

Considering that I am a new graduate in the field, I trust that the knowledge I have gained through my studies is relevant, fresh and appropriate for the pharmacy requirements of today. Additionally, I am confident that my strong organizational skills will recommend me for the position, together with my attention for detail and computer aptitudes.

Enclosed you can find my complete resume, with copies of my certifications. Also, you will find three letters of recommendation from my teachers at Brightwood College, which will provide you with a personal presentation of my abilities.

I am grateful for your time and consideration and I look forward to receiving your response.

Best regards,  
Matthew Hill