

# Jonathan McClendon

---

**Address:**

2289 Junior Avenue  
Atlanta, GA 30303

**Phone number:**

(678) 241-3788

**Email address:**

[jonathanmcclendon@live.com](mailto:jonathanmcclendon@live.com)

September 18, 2016

Grady Health System  
HR Manager  
80 Jesse Hill Jr Dr.  
Atlanta, GA 30303

Dear Sir/ Madam,

I am addressing this letter to the Human Resources department of Grady Health System, regarding the open pharmacy technician trainee position. I learned about the vacant post yesterday on AJC.com and I would like to convey my interest in the opportunity.

I am currently studying Pharmacy Technology at Atlanta Technical College and will be completing my education in 2018. My dedication to healthcare is also backed up by the volunteer work I do with the children at Egleston Hospital. As for my organizational qualities, my position as class president supports my aspiration to become a professional pharmacy technician.

Among my strengths, I would like to emphasize the following:

- Computer proficiency – I am familiar with pharmacy technician software
- Communication and leadership – I often tutor high school students on weekends
- Customer service orientation – My previous retail experience included customer support responsibilities

Enclosed you can find a letter of recommendation from Egleston Hospital, together with my resume. Please don't hesitate to reach out through the contact details provided above. Thank you for your time.

Regards,

*Jonathan McClendon*