

Richard Pryor  
Safeway, San Francisco  
14 Comedian Way  
San Francisco, CA 94114  
June 1, 0000

Dear Dr. Pryor:

I read about Safeway's pharmacy's internship program with great interest. My training as a first year pharmacy student at the University of California, San Francisco, three years of health related experience, including volunteer pharmacy experience, and customer service skills make me a strong match for this position.

Let me briefly highlight my skills and experience:

- **Health-Related/Pharmacy Experience:** In addition to my UCSF training, I volunteered at a Sav-On Pharmacy for the past two summers. As such, I am familiar with the organization, staff, policies, and procedures involved in running a fast paced pharmacy, with approximately 150 in-person clients and over 400 prescriptions filled per day.
- **Excellent Customer Service Skills:** In addition to my pharmacy experience, I have 6 years of sales experience at Macy's during the holiday period. That position taught me how to address clients professionally and respectfully, discuss their concerns, and manage their frustrations. While the staff could not always solve the issue, I understood that a goal was to have a positive exchange, and leave the customer with a positive impression. I was recognized for this ability, awarded twice with Macy's Customer Service Certificate.

My professional goals include working in a pharmacy committed to community outreach. Your internship's focus on managerial training and rotations in different pharmacy offers a fantastic opportunity to learn how a successful retail pharmacy is run from every angle. I would appreciate the chance to bring my skills and experience to Safeway. I can be reached at 123.456.7890 should you have any questions. I wish you the best in your search.

With regards,

William Cosby

