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17 October 2026

Mrs Helen Ashworth
Pharmacy Manager
Moorside Pharmacy
22 Kestrel Parade
Bolton BL1 9ZQ

Dear Mrs Ashworth

Application for Senior Pharmacy Assistant

I am applying for the Senior Pharmacy Assistant post at Moorside Pharmacy. I have worked on the counter at Bridgecroft Pharmacy for three years and completed the Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff in 2024.

I serve about 120 customers a day, advise on non-prescription medicines and know when a question needs the pharmacist. When I hand out a prescription, I check that the patient understands the dose and when to take it, which matters most for older patients on several medicines.

I also take the calls from three GP surgeries and two care homes and put together our weekly orders. Your advert says the senior assistant will be supported to train as a pharmacy technician, which is the step I want to take next.

My CV is attached. I can work weekdays and alternate Saturdays. Thank you for considering my application.

Yours sincerely

Shannon Doyle