Letter of Intent Example

Name

Address

Hampton, VA 23669

Beth McLendon Arvik, Pharm.D.

Assistant Director of Pharmacy

Director, Pharmacy Practice Residency

Duke University Hospital

DUMC Box 3089

Durham, NC 27710

To Whom It May Concern:

I am applying for the Pharmacy Practice Management / Masters Degree Program residency. I recently had the privilege of speaking with pharmacy residents at the American Society of Health-System Pharmacists midyear conference. Their enthusiasm and zest further strengthened my desire to participate in the pharmacy administration program. Pharmacy has been an interest since attending a biomedical symposium my junior year in high school. After learning more about the profession, I developed a passion for pharmaceutical healthcare and I made attending Hampton University’s School of Pharmacy my top priority. While attending Hampton University I was selected as a fellow for the William R. Harvey Leadership Institute. Participation in the Leadership Institute helped to further develop my leadership and public speaking skills.

I am a hardworking, team-oriented individual who is prepared for the challenges associated with the two-year pharmacy administration program. My professional goals are to obtain a position in pharmacy management and to utilize my knowledge and leadership skills to encourage and promote innovative ideas to advance professional pharmacy.

The kind of training offered by your program is compatible with my career interests. After researching your curriculum and speaking with residents associated with your hospitals, I understand that your program’s mission is to provide pharmacists with the knowledge and skills necessary for balancing operational management, cost of care, and patient safety while maintaining quality healthcare. These skills create a more competent and efficient pharmacy leader. Throughout my training at Hampton University I balanced schoolwork and employment as a pharmacy intern at a grocery chain pharmacy. While attending Hampton University, I held leadership positions in several of the pharmacy school’s professional organizations. I am confident the Duke University Hospital pharmacy residency will enhance my training and cultivate other proficiencies.

I firmly believe that I have the intellect, skills and talents necessary to succeed in the pharmacy administration program. I value leadership, teamwork, honesty, and ethics. My strong desire to contribute to the advancement of pharmaceutical care continues to drive me to succeed and to accomplish my goals. I look forward to speaking with you and members of your department regarding my application. My curriculum vitae and application are enclosed for your review. If there are any questions please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Applicant Name, Pharm. D. Candidate