

## Letter of Intent Example

Shannon L. Holt  
6900 Crescent Moon Ct. #307  
Raleigh, NC 27606  
December 21, 2007

Double check the spelling of names

Beth McLendon-Aryik, Pharm.D  
Pharmacy Residency Program Director  
Duke University Medical Center  
Erwin Road, DUMC Box 3089  
Durham, NC 27710

Dear Dr. McLendon-Aryik:

statement of interest

I am writing this letter to express my sincere interest in the Duke University Medical Center's American Society of Health-System Pharmacists (ASHP) accredited Postgraduate Year 1 (PGY1) residency program. I have had the pleasure to speak to current and past residents, and I have been very impressed with the opportunities that would be afforded me within your program.

Duke University Medical Center has everything that I am looking for in a PGY1 program. The appealing components consist of multidisciplinary interactions, presentation and research opportunities, a diverse patient population, and many networking opportunities. These components are important aspects to perfecting the practical experience and didactic components, as well as the leadership and research skills afforded via my on-the-job training at WakeMed Health and Hospitals and UNC's Doctorate of Pharmacy training. Additionally, the wide selection of elective rotations will provide me an excellent resource for mentoring in what I hope will be the next phase of my professional training, completion of a PGY2 program in transplant or infectious diseases.

Additionally, I strongly feel the program's training will facilitate both my short and long term career aspirations. I want a wide variety of experiences in order to enhance my skills, and the opportunity to interact with patients in order to become a proficient and well rounded clinical pharmacist. For this reason, the longitudinal experience in ambulatory care is very appealing. My short term goals are to obtain a pharmacy practice (PGY1) residency, followed by a PGY2 residency in one of my interest areas. My interests include infectious disease, transplant, and cardiology. During my residency experience, I hope to enhance my clinical expertise in addition to expanding my skills in research and administration. After completion of my residency training, I plan to seek a position where I can teach, conduct research, and maintain a clinical practice.

Thank you for considering my candidacy for the pharmacy practice (PGY1) residency at Duke University Medical Center. Please let me know if there is any additional information I can provide.

Sincerely,

2nd and 3rd paragraph: why the program appeals to you and what skills/interests you have to make a good candidate

Shannon L. Holt  
PharmD Candidate  
University of North Carolina Chapel Hill

## 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

## Letter of Intent Example

Applicant Name  
Address  
City, State ZIP

December 27, 2007

Dominic Ragucci, Pharm.D., BCPS  
Residency Program Director - PGY1 Pharmacy Residency  
MUSC Medical Center and College of Pharmacy  
43 Sabin Street, QE 213, PO Box 250132  
Charleston, SC 29425

Dear Dr. Ragucci,

I am writing to express my interest in the Medical University of South Carolina PGY1 Pharmacy Residency Program. I enjoyed learning about your program at the Residency Showcase at the ASHP Midyear Clinical Meeting. Your residency offers many experiences which I am looking for in a first year post-graduate program, including a variety of rotation opportunities, teaching and research experience, and a challenging environment where I can advance my skills as a clinical pharmacist.

Over the past four years, I have been active in the School of Pharmacy at the University of North Carolina where I have served as a class leader, instructed first-year pharmacy students, and participated in student organizations. This year, I was the recipient of the Pharmacy Foundation of North Carolina George T. Cornwell Scholarship, which recognizes students who have demonstrated integrity, commitment to pharmacy, and a capacity for leadership. For my fourth year rotations, I was honored with acceptance into the Clinical Scholars Program at the University of North Carolina Hospitals. This is a competitive program that offers a more rigorous set of clinical rotations and is offered only to those students who demonstrate an advanced clinical aptitude. As a Clinical Scholar, I have had the opportunity to participate in research to help improve patient care at the UNC Infectious Diseases Clinic. As a supplement to clinical rotations, I also work as a pharmacy technician at Duke University Medical Center. This has afforded me practical pharmacy experience and given me valuable insight into the components of a successful distribution mechanism. I have also learned the importance of teamwork to providing patients with the best care possible. Collectively, I feel my experiences have deepened my desire to exceed in the profession and will prepare me to succeed as a resident.

Upon completion of a PGY1 residency, I plan to pursue specialized training. My current areas of interest include critical care, internal medicine, and transplant pharmacy. After training, I plan to become board certified in pharmacotherapy and pursue a career at an academic teaching hospital as a clinical specialist. My long-term goal is to be involved in academia giving didactic lectures and precepting students. I find your program's teaching certificate and opportunity to precept students an appealing component. I believe training at the Medical University of South Carolina will help me achieve my career goals.

Based upon my knowledge of your program, I believe I would be an excellent fit. I am a hard worker with great time management skills, have experience in research, and demonstrate dedication to pharmaceutical care. If given the opportunity, I will work hard to contribute to the Medical University of South Carolina tradition of training exceptional clinicians and leaders in our profession. Please find my application materials enclosed. I look forward to the opportunity to visit your institution. Thank you for your consideration.

Sincerely,

Applicant Name  
PharmD Candidate, year  
School of Pharmacy