

Date

Mr. Smith - Dir. of Human Resources

Brown and Associates

421 Street

Any City, State 44561

Dear Mr. Smith:

I am responding to your advertisement in The News (dated 1/20/03), regarding the Pharmaceutical Representative position. Please regard this letter as my formal application. Enclosed is my resume showing my education, experience, and background.

I have over 7 years experience in the sales and marketing field, and 3 years experience as a nurse.

Throughout my sales and marketing career I won top sales awards, and trained other sales representatives specific sales techniques to increase their sales. I enjoy working with the public, as well, demonstrating products, and educating others in their uses. I believe I would excel in pharmaceutical sales because I truly find sales a challenging and rewarding career; as well, my nursing background offers an advantage in better understanding the products I would sell.

May I arrange an interview to further discuss my qualifications? I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,

Mary Green