

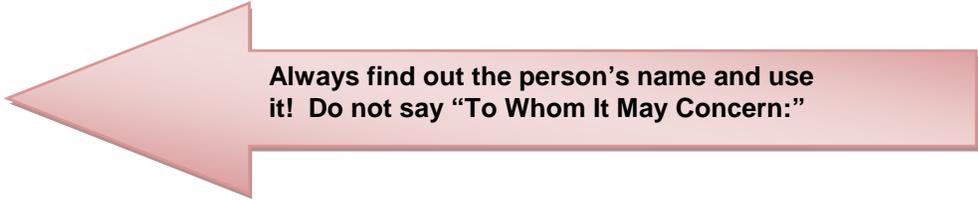
First Name Last Name

123 San Augustine Drive, Bastian, FL 32084

(555) 555-5555
Gradstudent@flagler.edu

February 5, 2018

Mr. John Smith
Sciele Pharma, Inc.
5 Oak Street
St. Augustine, FL 32080



Dear Mr. Smith,

FIRST PARAGRAPH: What position are you applying for; where you heard/saw the position posted; what about the company interests you or impresses you.
THESE ARE EXAMPLES – DO NOT COPY THESE; APPLY WORDING TO YOUR INDIVIDUAL CIRCUMSTANCES!

I recently became aware of the position listed in the Florida Times Union for a Pharmaceutical Sales Representative posted on Sciele Pharma's website and wish to express my interest. (OR: After meeting with Jack Black, he suggested I contact you to express my interest in...) Sciele's commitment to promoting independent research on all its products is quite impressive. As well, Sciele Pharma's continued growth designates your company as a leader in the field and a company for whom I would like to work.

SECOND PARAGRAPH: Why you are the best person for the job based on experience and education. Give an example from your resume. Do not talk about things using emotional terms. Do not talk about what you want from working in the position – talk about what you bring to the company.

The combination of my experience and education make me the ideal candidate for the Sales Representative position. As you will see in my resume, my work experience at Hammy's Restaurant and the Flagler Surf Shop has honed my skills in retail sales and I have been recognized several times for exceeding quarterly sales quotas by 30%. (Alternate: my ability to create add-on sales through my knowledge of our products) My education in Psychology has developed my sense of understanding people's needs which has been crucial in my success in retail sales. (Alternate: Spanish has developed my ability to work with many people from differing cultures. . .) I look forward to an opportunity to put these skills in practice for Sciele Pharma.

THIRD PARAGRAPH: State when you will contact them to discuss opportunities in the company. If you say you look forward to hearing from them-you make it difficult for you to call them and check on the job. You can say that you look forward to speaking with them soon 😊

I will contact you within the next two weeks to discuss opportunities with Sciele and schedule a time to meet with you. Should you wish to contact me prior to that time, I can be reached at (555) 555-5555 or Gradstudent@flagler.edu. I look forward to speaking with you soon.

Sincerely,

A.Great Candidate

