

**Sample Cover Letter from careercc.com**

**January 30, 2003**

**Mr. Smith - Dir. of Human Resources  
Raymond Kate Associates  
524 Fair Lane Street  
Any City, State 78194**

**Dear Mr. Smith:**

**I am responding to your advertisement in The City Tribune (dated 1/20/00), 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 an LPN staff nurse.**

**Throughout my sales and marketing career I won top sales awards, and trained other sales representatives in 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,**

**Sally B. Doe**

**Encl.**