**Tina Applicant  
123 Main Street  
any town, CA 12345  
555-555-5555**

**September 1, 20XX**

**Alcove Pharmaceuticals  
123 Business Rd.   
Business City, NY 54321**

**Dear Sales Team Leader,**

I was excited to find your website posting for a new pharmaceutical sales representative. I recently graduated from Mary bore University with a degree in microbiology, and I meet all of your requirements for an entry level sales position.

I believe I would be a great fit with Alcove Pharmaceuticals because, in addition to my background in chemistry and microbiology, I’ve acquired many skills necessary to perform as a successful sales professional. I have:

* Strong presentation skills from my minor in mass communications
* Knowledge of pharmacology and medical terminology
* Proficiency with word processing and spreadsheet software
* The ability to function independently while also being a team player
* A driver's license and flexible schedule

Thank you so much for taking the time to review this introduction. I’ve included my resume for your review.

My cell phone number is 555-555-5555 and my email is [myname@myemail.com](mailto:myname@myemail.com).

**Sincerely,**

**Tina Applicant**