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| **Allen Edwards** | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

Today’s date

Mr. Thomas Rekah

XYZ Pharmaceuticals

Street Address, City, State, Zip

**Re: Pharmaceutical Sales Position**

Dear Mr. Rekah,  
Greetings.

I came across your job posting for a pharmaceutical salesperson in the Midwest region, and just had to send you my resume.

As you will note, I have a Masters in Pharmaceutical Science, and have been employed as a pharmaceutical salesperson for 15 years. During those years, I was able to promote many new products through demonstrations and presentations, and contributed to the wellbeing of many citizens of the Midwest.

My past and current achievements include:

* Consistently meeting the company’s short-term sales quotes and long term goals
* Building strong relationships with customers and attracting new customers
* Discovering new areas of growth for the company

You’ll find me to be well-informed about the product lines that I sell, and a persuasive salesperson. It would be mutually beneficial for us to meet to discuss the position further.

You can reach me easily through my cellphone at 654-321-0987, or at [your email address] to set up an appointment.

Thank you for your consideration!

Sincerely,

Allen Edwards

**Enclosure: Resume**