September 1, 2018

Alcore 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 Marybore 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 Alcore 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 tina.applicant@email.com.

Sincerely,

Tina Applicant