November 11, 2008

Ms. Janice Davis

Employment Recruiter

Pharma Company, Inc.

12 West Point Avenue

New York, New York 23412

[janiced@pharma.company.com](mailto:janiced@pharma.company.com)

Dear Ms. Davis:

I am writing as a response to your job post of Pharma Company, Inc. in the Internet for the pharmaceuticals sales position last October 30, 2008. My resume and other necessary requirements are attached to this letter for your assessment.

I believe that I have the qualities to be a top candidate for the position. My strong educational foundation, internship and work experience have given me the opportunity to develop the qualifications your company is seeking. I am expecting to get my Bachelor’s Degree in Management this year. I have performed well in my studies clearly seen with my academic records, which gave me the knowledge needed to be successful in the business field. My internship at the RSL Department Store let me apply the concepts I have learned in to the working environment.

I would like to thank you in advance for your consideration of my intention to be a part of your company. If you have further questions regarding the application, do not hesitate to contact me at (232) 473-2336 or via my e-mail indicated on my resume. I am looking forward for your favorable response.

Sincerely,

Jeanne Conner

Enclosed: Resume