# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my interest in the [Specific Position Name] position at [Company’s Name] as advertised [where you found the job posting]. With a Bachelor of Science in Pharmacology from the University of Seattle and comprehensive experience in the pharmaceutical field, I am excited about the opportunity to contribute to your team.

In my most recent position as a Senior Pharmaceutical Researcher at ABC Pharma, I led and managed multiple drug development projects, ensuring they aligned with regulatory standards. My role also involved coordinating and supervising various stages of clinical trials with a strong emphasis on quality control and compliance. My cumulative experiences have honed my skills in laboratory techniques, drug development, and regulatory compliance, allowing me to drive projects from conception to completion with precision and innovative approaches.

I hold several certifications that I believe will be beneficial to [Company’s Name], including [mention any specific certifications you have, e.g., Certified Pharmaceutical Sales Representative (CPSR), Regulatory Affairs Certification (RAC)]. These certifications, combined with my hands-on experience, equip me with the knowledge and expertise needed to excel in the [Specific Position Name] role and make meaningful contributions to your esteemed team.

What excites me about the opportunity at [Company’s Name] is [mention any remarkable facts about the company, its culture or projects that attract you to it and how you plan to contribute to it]. I am enthusiastic about the possibility of bringing my unique talents to your esteemed team and am available for an interview at your earliest convenience.

Warm regards,

Your Name