

# Sample Cover Letter - Pharmaceutical

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10 December, 2011

Mr Charles Baldwin  
Senior Recruitment Consultant  
PP Medical Devices & Diagnostics  
210 St. Kilda Road  
Melbourne, 3001

Dear Mr Baldwin,

Please accept my application for the entry level role of **Regulatory Affairs Associate**, as advertised on Career Gateway, Monash University. This position appeals to me as it combines customer interaction and team work with technical writing responsibilities and practical responsibilities in clinical trial programs. I am willing to undertake further training as required to develop appropriate knowledge of global regulations and authorities.

I successfully completed **Bachelor of Pharmaceutical Science** at **Monash University** this year. An industry placement in final year confirmed my interest in regulatory affairs as a career and provided insight into the responsibilities of the role and the skills required to be effective. I received positive feedback from my supervisor on my interpersonal skills and attention to detail during the placement.

My commitment to learning helped me achieve good academic results. Good organisational skills enable me to meet academic timelines, in both group based projects and independent assignments. Involvement in campus activities such as membership of the Multicultural Club Committee and faculty based Student Ambassador Program further developed my abilities to communicate confidently in groups and have input to the achievement of team goals.

Customer service skills have been gained through my experience in retail, including the ability to market products, complete point of sale transactions and resolve customer complaints. My ability to document and track customer information was well demonstrated in this role. As a competent user of MS Word, Excel and Power point I am confident my skills in using technology and my adaptability will help me settle in a new work environment.

Please find attached a current resume, copy of my academic transcript and the details of two referees. Thank you for considering my application. I look forward to discussing it further at interview. I can easily be reached on 0418 775 528 to arrange a time to meet.

Yours faithfully,

Frieda Pharmaceutical

