




Joe Smith

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Make heading the
same as your
resume heading



April 27, 2020

RE: Sales Representative Position

Ms. First & Last Name

Title of person above (important to find this information, if possible)

Name of Company

Address of Company

City, State Zip

Dear Ms. First & Last name, (if contact information is not available, address to "Hiring Manager")

I writing to express my interest in the Sales Representative position with Three Rivers Orthopedics and Spine Products, Inc. that I recently discovered on your company website. A recent graduate from the University of Pittsburgh at Greensburg with a degree in Healthcare Management, I was excited to discover your available medical sales opportunity, as I have been drawn to the medical sales industry for several years. I believe that my academic coursework, combined with my experience in customer service and management, make me a qualified and desired candidate for the sales representative position.

While a student, I participated in a healthcare management internship with Redstone Highlands. This opportunity introduced me several departments within a senior residential community. Although the facility's various medical professionals and support staff vary in their daily responsibilities, everyone tirelessly works together to support the senior community. Through this internship, I learned the incredible importance of collaborative work and relationship-building. In medical sales, I believe that it is critical to develop relationships with all constituents and gain an in-depth understanding of clients' work; this understanding enables the salesperson to connect with the client, determine how to best support them, and appropriately sell products based on the client's need. I believe that my understanding of the work of healthcare professionals, coupled with my ability to develop connections with others, will aid me in becoming a successful salesperson at Three Rivers Orthopedics and Spine Products, Inc.

I am very excited about the opportunity to work with a company that values changing the lives of others through providing high-quality and reliable medical products. I greatly appreciate your time and consideration in reviewing my qualifications. I truly look forward to hearing from you soon regarding an opportunity to interview and further discuss how I could be an asset to your company. Please let me know if I can provide you with any additional information.

Sincerely,

Joe Smith

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Sample Cover Letter Outline

Copy your resume header to this heading

Date (date you are submitting)

Re: (Example “Chemist Internship Position”)

Contact person

Their title

Company

Address

City, State Zip

Dear Mr./Ms./Dr.:

First Paragraph: What is the position you are applying for and how did you find out about it?

- Be sure to include your major(s)/minor(s) and university name
- If you are currently a student, note your anticipated graduation month/year.

Second-Third Paragraphs: Why are you a good candidate for the position? Explain your education, experience and skills. Your experience does not need to be paid experience to list it.

- Avoid simply repeating the content of your resume. Rather, consider one or two outstanding experiences. How can you connect your developed knowledge/skills from those opportunities to the position you are applying for?

Final: Asking to meet with the employer and giving her/him your contact information (Phone/Email).

Thank you for your time and consideration.

Sincerely,

(Signature*)

Name (Typed)

**Note: If you do not have access to a printer/scanner to hand-sign and re-upload your document, you may type your name using a cursive font.*