

EXAMPLE OF A COVER LETTER FOR PHARMACEUTICAL SCIENCE STUDENTS

(You are advised not to copy this sample but use it for ideas to create your own)

22 Wisteria Lane
Pascoe Vale, Vic., 3044
fredp@yahoo.com.au
Mobile: 0418 775 528

December 15th, 2008

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. As requested, I have attached a current resume, copy of my academic transcript and the details of two referees.

Following the successful completion of **Bachelor of Pharmaceutical Science** from **Monash University** this year, I am ready to commence my professional career and am especially interested in regulatory affairs in the pharmaceutical industry. 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.

Good academic results were attained through my commitment to learning and the ability to organise my time effectively 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 ability 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 will adapt to a new work environment.

Thank you for considering my application. I look forward to discussing it further at interview. I can easily reached on 0418 775 528 to arrange a time to meet.

Yours faithfully,

Fred Pharmaceutical

att – resume, academic transcript, referee details