

YOUR NAME HERE,
HOME ADDRESS,
POSTAL CODE,
STREET, STATE.

MR. SO AND SO,
HUMAN RESOURCE DEPARTMENT,
THE PHARMA COMPANY INC.,
STATE AND COUNTRY.

MONTH 2xxx

Dear Sir

E.g. Training Manager Pharma Company.

I refer to the above matter.

I'm pursuing this matter following our internal advertisement dated (fill in the date).

I attached herewith my CV for your perusal. I am willing to elaborate and discuss any area where appropriate. I'm committing myself to any session at a given date and time whenever you see fit. I believe we should be able to achieve clear expectation and mutual understanding through this session.

(Elaborate your achievement here – relevant to the applied position) In 2005, I was able to manage my team to achieve our objectives and one of my team members exceeds his sales objective by DOUBLE digit percentage point. He was on stage during our annual dinner to claim his reward as one of the Top Product Performer. Year 2006 takes off smoothly and we are on the right track. As for me, I feel that I want to move on with my life plan and getting my hands on a new stimulus looks enticing enough. That is the reason why I am suggesting for a face to face discussion to look into areas I can contribute to our company progress and at the same time improving myself along the way. A pure Win-Win situation.

We just begin our New Year. If I correctly surmise, our company is ever changing, dynamic, and progressive company. Our aim is higher this year. Same goes to our objectives and goals. I believe I can fit in to contribute – my time, my skills and

energy – wherever appropriate. I believe people are our company biggest resources that could make or break our company. Not ordinary people but trained people. Our people competency level last year will not bring our company to the level we inspire this year. That's the fact. It calls for different competency: knowledge and skills. Training is part of the answer. Let's start to make a difference. And this is where I come in.

I appreciate the time taken to consider this letter and proposal.

Thank you.

'GOING AS FAR AS YOU CAN WITH ALL THAT YOU GOT'

Yours truly,

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(YOUR NAME HERE)

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