

Marco Marshall  
12 Penny Lane  
Huntington, WV 25705

January 11, 2009

Ms. Mary Smith, Hiring Director  
HR Department  
Merck Pharmaceuticals  
Edison, NJ 08529

Dear Ms. Smith:

**Introductory paragraph:** In this paragraph include information on who you are, why you are writing, and specifically where you have learned about this position opening. If you have learned about this position through another person, consider mentioning his or her name (personal referrals frequently get more attention).

**Argument paragraph:** One to three paragraphs. It should convince the employer that you have the right skills to fulfill the position requirements. Point out important features of your resume that pertain to the position you are applying for. Try to indicate specific knowledge of the position and the organization to which you are applying to show that you have true interest in this position and organization.

**Closing paragraph:** It should be short. Ask for an interview and you can either indicate that you will contact the employer on a specific date to follow up (active method), or leave at that and wait for the employer to contact you (passive method).

Sincerely,

Marco Marshall

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Dear Ms. Smith:

Please accept my cover letter and my resume as an application for the Pharmaceutical Sales Representative position, which was advertised at JobTrax, Marshall University's employment website, on November 12, 2008. I'm also writing at the suggestion of Bill Moyers, who recommended that I apply for the position.

As you will note from reviewing my resume, I have a BS in Marketing and one year of outside sales experience along with excellent communication and analytical skills. I am task oriented, diplomatic and able to interact professionally and socially with individuals from all backgrounds. Through my performance, management style and product knowledge at my current position, I have earned the recognition and respect from the upper management. I have become the company troubleshooter, frequently called to handle problem accounts that no one else seems to be able to save.

I feel that my education, experience, enthusiasm and persuasive ability would be a great asset to Merck Pharmaceuticals.

I would welcome the opportunity to meet with you and discuss my qualifications in detail. I look forward to your reply.

Sincerely,

Marco Marshall

Enclosure: Resume