Dear Mr. Jackson:

From the Acme web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

After completion of my B.S. in biology, and prior to beginning my master’s degree in marketing, I worked for two years as a sales representative with a regional whole foods company.  My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. I would like to repeat that success in the pharmaceutical industry, using my academic background in science and business. I will complete my M.S. in marketing in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my e-mail and resume and to answer any questions you may have.

Thank you very kindly for your consideration.

Sincerely,  
Lynn A. Johnson  
5542 Hunt Club Lane, #1  
Blacksburg, VA 24060  
(540) 555-8082  
lajohnson@vt.edu