**TO WHOM IT MAY CONCERN**

Dear Sir/Madam:

I would like to introduce myself as a competent Doctor of Pharmacy graduated from Dow University of Health and sciences who has achieved major milestones working as a Regulatory Affairs Officer in local dossiers previously in Indus Pharma Pvt. Ltd and now in The Searle Company Ltd. I believe that my knowledge and abilities will be utilized to the best of their potential if I get the opportunity to work for this position you are offering.

Being a part of top local companies like Searle has already enabled me to gain valuable experience in addition to enhancing my skills and knowledge in Regulatory Affairs Department not only in Regulatory but also in division of IMS, Trainings and other different assigned projects because of my interest and capabilities to manage all the high priority tasks responsibly.

High skills of time management and multi-tasking ease me in learning and application of my knowledge in cross-functional workings and collaboration. Exceptional communication and interpersonal skills makes me interact well with diverse personalities and learn effectively in a mentoring role.

I would enjoy having the opportunity to talk with you about the position being offered and how I could use my skills to bring about progressive growth and innovative changes within the organization.

I have attached my résumé with this email so that you may have a better understanding of my expertise. Please feel free to contact me directly at +92-333-2390643, or email me at dr.anila89@gmail.com and I will be happy to meet with you and answer any questions that you may have.

Thank you for your time and consideration.

Dr. Anila Tabassum

(Pharm-D) (MBA Enrolled)