

Mukta Garge

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To
HR Manager
Johnson & Johnson Inc
Toronto, Ontario
Canada.

Dear Sir/ Madam,

I am writing to you to express my interest in the “Regulatory Affairs Intern position” at Johnson & Johnson Inc., Toronto, Ontario, Canada.

As an experienced Regulatory Affairs professional from the Indian Pharmaceutical Industry, I bring with me 3+ years of experience of handling regulatory submissions for new research projects (Generic APIs) of the organization, regulatory maintenance for the multiple commercialized APIs.

I am a driven individual with proven ability to interpret, apply and implement guidances, coordinate cross-functionally across various locations, proactively manage and communicate issues and handle multiple tasks. I am a timeline-oriented person with ability to manage changing priorities to meet the organizational goals. I have the relevant technical, computer and communication skills to actively complete the tasks assigned to me. My experience in the function of Regulatory Affairs enables me to be attentive to minute details and also understand the commercial as well as regulatory implications of the function.

I believe that, I will be able to actively contribute to the Regulatory function in the role of “Regulatory Affairs Intern” at your organization. Further, I believe that this opportunity will be professionally enriching to me as well.

Therefore, I request you to kindly consider my candidature for the aforementioned position. My CV is attached on the following page.

Your time and consideration in reviewing my credentials are appreciated.

I look forward to speaking with you soon. I can be reached at the email listed above.

Thank you and Regards,
Mukta Garge.