

LE THI HAI

Dong Da district, Hanoi, Vietnam

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August 26th, 2018

GlaxoSmithKline Pte Ltd
Hanoi Rep. Office
Hanoi Tower Center
Unit 702, 7th Floor, 49 Hai Ba Trung,
Hoan Kiem district, Hanoi
Tel: +84-24-3-936-2607

Dear Sir/Madam:

Re: Applying for Medical Representative (ETC) position in Hanoi

I am writing this letter to express my interest in the position of Medical Representative in Hanoi, advertised as being open at this time with your company. As completing my Specialist degree in Pharmacy at Voronezh State University, Russia this July, I am enthusiastic to realize my potential by getting committed to a high-performing and inclusive working environment like GlaxoSmithKline Pte Ltd.

Through my endeavor in academic courses, extra-curricular activities and a part-time job, I believe to gain a range of knowledge and skills matching the position you described, including: communication and persuading skills; ability to work efficiently as a team member as well as individually; organizational skills, able to multi-task and work under pressure.

I have attached my resume along with this letter and it contains detailed information about my background and what I have to offer. I believe I would be an excellent choice for this position. I hope that I get opportunity to meet you for interview session. You can contact me at +84.975.095.846 or send me an email at lehaidkh@gmail.com.

I am looking forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Le Thi Hai