

April 27, 2018

SUBJECT: APPLY FOR MEDICAL REPRESENTATIVE

COVER LETTER

To: GlaxoSmithKline representative office
Dear Sir/Madam

I am very excited to be writing you with my regarding to the open position Medical representative at GlaxoSmithKline, base Ha Noi. I would like to have the opportunity to try in the dynamics and professional working environment of the company. If i accepted to this position I will work my best to bring the highest benefit to the company.

As mentioned in the Curriculum Vitae, I am a final year student in the Hanoi University of Pharmacy. During my five years in school, I have accumulated variety of knowledge, skills and methods, therefar I know how to work effectively and professional. I am also an active member of the Student Union of the university and have participated in a lot of activities for students in the position of leader technical team. Therefore, I am confident to be able to work under high pressure, certain power in the management and skills related to computers.

In addition, within the past one year, I was also an OTC employee of Healthbox Trading and Services Company, in charge of Thanh Xuan and Dong Da. During the work, I have learned a lot of useful knowledge and skills such as: area management, analyzing and evaluating the situation, offering solutions for difficulty. I believe that it will be the foundation for me to complete the work assigned to benefit the company.

Thank you for taking the time to review my cover letter. I hope to be arranged an interview in the near future so that I can better present myself as well as my desire to work for the company in this position.

Your Sincerely,

Nguyen Duc Tuan



Nguyen Duc Tuan

01647 596 102

tuan.nguyendkh@gmail.com

461 Minh Khai Str, Ha Noi



NGUYEN DUC TUAN

MEDICAL REPRESENTATIVE

INFORMATION

 Nguyen Duc Tuan
 01647 596 102
 tuan.nguyendkh@gmail.com
 461 Minh Khai Str, Hà Nội

EDUCATION

• 2013-2018

Studying in Ha Noi University
of Pharmacy.

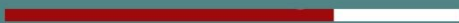
Major: Industrial Pharmacy

Mode of study: Full-time

GPA: 2,5/4

SKILL

Presentation



Communication



Team - work



Office



OBJECTIVES

- Working in an effective and proactive working environment
- Exchanging and learning work experience from the sunbaenim
- Bringing benefits to the company and getting the salary corresponding to the effort

EXPERIENCE

2013-2018

The HUP Student Union

- Leader of Technical Team, Member of Student Union Executive Committee.
- Participate in organizing programs for students and design of indentifiers, such as: Welcome New Students, Miss HUP, ...

2013-2016

The HUP Club of Tutor

- Search and recommend tutoring classes for students in and out the school.

2017-2018

Healthbox Trade Limited Liability Company

- Product introduction, latch order, reporting the situation weekly and make plan for development of the area.

ACHIEVEMENTS

- Certificate of school for excellent student performance in school year : 2015-2016, 2016-2017.
- Awarded by the Vietnam Student Association for excellent student performance in 2015-2018.