

COVER LETTER

Mai Duy Linh

No. 12B10, An Khanh Ward, Ninh Kieu
District, Can Tho City

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Human Resource Department

Can Tho, 7 February 2018

Dear Madam/Sir,

I am writing to seek the opportunity to apply for the job that your company is recruiting. I have deeply made a research about your company and the current vacancies; I am interested in and confident that my qualifications and experience qualify to be an excellent team player of your company.

I graduated from Pharmacy Department, Can Tho Medicine and Pharmacy University intake 2008-2013. Since then I have been a pharmacist in charge of development in pharmaceutical products. After, I am a sales manager for Tue Linh Pharmaceutical Company Ltd. And currently, I am a Medical Representative for GlaxoSmithKline.

I am dynamic, energetic, creative, responsible and highly responsible. I am also a quick learner. I am keen to learn and adapt new things. My communication skills and customer service skills are excellent as well as my great management skills and problem solving skills. My personal skills and experience will be a valuable asset to any company which I have worked for.

I am attaching my resume for your reference. If you need to clarify anything please feel free to contact me. It is my pleasure to attend an interview which is the most convenient for you.

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

Sincerely yours,

Mai Duy Linh

**MAI DUY LINH**

- Date of birth: 13/04/1990
- Address: Ninh Kieu District, Can Tho City
- Email: duylinhmai13@gmail.com
- Mobile phone: 01634313603

EDUCATION

- Level of education: University graduate.
- Professional expertise: Pharmacist.
- Certificates: English Level B, Office Computer level A, Communication Skills.

JOB OBJECTIVE

I would like to work in an active, challenged and professional environment with precious opportunities for future promotion.

INTEREST

- Reading
- Tourist
- Football

SKILLS

- Negotiation and presentation skills.
- Communication skills (verbal and written).
- Analysis and problem

WORK EXPERIENCE

✓ **DHG PHARMA:** 03/2014 - 05/2016

Pharmacist for Marketing Department

- Involved in market survey.
- Prepared information and reports on pharmaceutical products in the references and customer's meetings.
- Displayed, introduced products and provided counseling to customers.
- Analyzed, assessed new ingredients or new products in high needs in the market for research and manufacture, monitored research progress.
- Analyzed, assessed and proposed sensory terms of products which have been researched or improved; prepared product leaflets for product registration, information amended from Drug Administration.
- Prepared and provided new product training to new sales staff.

✓ **TUELINH PHARMA:** 06/2016 – 06/2017

Sales Manager Western region:

- Implement and monitor business plans to increase sales in the area in charge.
- Organize and manage sales activities of the distribution system (wholesale/ retail).
- Builds and executes business plans for assigned areas to meet or exceed targets within agreed budgets and timelines.
- Developing customers (pharmacy system, hospital) in the assigned area.
- Recruiting, supervising and training sales representative in assigned areas.

✓ **GlaxoSmithKline (GSK):** 07/2017 – current

Medical Representative:

- Approach the customers and making good relationship with all appointed customers: KOLs, doctors, pharmacist and other customer.
- Set up and manage customer's profile, develop potential customers.
- Advice, Introduce & sell products in Pharma and Medical division to customers.
- Learn and update products.

CURRICULUM VITAE

<p>solving skills.</p> <ul style="list-style-type: none">• Excellent work in a team or in an individual.• Good time management.• Good self-management and result orientation.• Good searching and reading skills in Vietnamese and English.	<ul style="list-style-type: none">• Responsible for develop and implement new sales and marketing strategies.• Secure orders inline with the sales budget of the company.• Report all activities of the market relating to assigned product lines.• Follow up and push the sales budget of the company.
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