



JOB APPLICATION DOSSIER

COVER LETTER & CURRICULUM VITAE



THACH TU ANH

THACH TU ANH

49–51, Street No.1, An Khanh Ward, Ninh Kieu District, Can Tho City

+84 907 235 898

thachtuanhtctv@gmail.com

20th April 2019,

Dear Human Resource Manager,

Apply to: Medical Representative.

I hope to apply for the position of medical representative. The position seems to fit very well with my education, experiences, and career interests.

A little introduction of myself, I graduated from Can Tho University of Medicine and Pharmacy. My studies have included theoretical and practical courses in subjects such as Pharmaceutical Jurisprudence and Pharmaceutical Business Management, Pharmacognosy, Pharmacology... Besides, I also practised Departments of Pharmacy in Can Tho Central General Hospital, Departments of Pharmacy in Can Tho Children Hospital, Quality control center of Dong Thap, Imexpharm Corporation, etc.

Also, I am experienced in working as a cosmetic seller. I worked as a cosmetic seller in Azos cosmetic shop which was my part-time job last year. Moreover, I understand the position also requires a candidate who has teamwork and communications skills, can work well under pressure and keeps learning from colleagues. These are skills I developed in my courses.

This letter has enclosed my resume. I hope that it can fully describe my skills and experiences. I am glad to meet you for interview section. You can contact me at +84 907 235 898 or send information to my gmail address. I will be available at your convenience.

Thank you for your consideration.

Yours sincerely,

THACH TU ANH



THACH TU ANH

Apply: Medical representative

♀ Female

☎ +84 907 235 898

📅 16th Nov 1995

✉ thachtuanhtctv@gmail.com

📍 49–51, St No.1, An Khanh Ward, Ninh Kieu Dist, Can Tho City

ORIENTATION

To work in an active environment where I can utilize my knowledge and skills: communication skill, individual work and teamwork, quick adaptation to change in a high-pressure work environment. I believe that my experiences, soft skills, enthusiasm will effectively contribute to the growth of the company.

EDUCATION

Oct 2014 - July 2019

Can Tho University of Medicine and Pharmacy

Major: Pharmacy

WORK EXPERIENCE

Sep 2015 - Mar 2018

Part-time Sales Staff (AZOS shop)

Main responsibilities

- Write and upload product advertising post via Facebook, forums...
- Introduce, consult products and answer customers' queries directly.
- Storage checking.

Experience

- Always keep my knowledge up to date, developed market awareness.
- Negotiation and potential customers seeking skills improved.
- Practice meticulousness.

Achivement:

Reached sales aim in 3 consecutive months.

ACTIVITIES

Nov 2015 - Sep 2017

Consultant(University Youth Union Consultant)

Main responsibilities

- As a consultant, I usually inform students about Youth Union activities in the university while also remind other members to accomplish their duties.
- I'm also a supporting source in many University Youth Union activities.

Experience

- Improve team work ability.
- There is a wide relationship with people.

Achivement

Good team of University at 2017.

LANGUAGES

Vietnamese and English (Certificate of English, Level B).

SOFTWARE SKILLS

Microsoft Word, Microsoft Excel, Microsoft Powerpoint.

SKILLS

- Good negotiation, communication, persuasion skills.
- Responsible and respect deadlines.
- Available on urgent tasks.
- Can work under pressure.
- Decent teamwork.
- Easily adapt to new environment.
- Creative and eager for knowledge and experience.
- Can collect and classify information.
- Friendly and outgoing.

INTERESTS

- Communicating, movie, listening to music, traveling.
- Reading health books.