**Cover leter**

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| Pham Thi Mai |

420/32 Khuong Dinh, Thanh Xuan Dist, Ha Noi.

Tel: 01676946787

Email: [PhamThiMai.Hup@gmail.com](mailto:PhamThiMai.Hup@gmail.com).

**APPLICATION FOR MEDICAL REPRESENTATIVE**

Pharmaceuticals company, Ha Noi city.

Attn: Human Resources Management.

Re: Salesman post.

Dear **Sirs/Madams,**

I am writing to apply for the position of a medical representative at Pharmaceuticals company in Ha Noi. I khow your company is a company with professional staff, dynamical and creative working environment. Having the chance to work and dedicate for the company will be a great journey for me.

I graduated from Ha Noi University of Pharmacy. Then I worked at Fresenius Kabi Pharmaceuticals company in Ha Noi. After 3 years in the job, with passionate interest in drug business i have knowledges and experiences in selling, comunicating and customer care skills, that make me confident with my ability.

I’m active and enthusiastic. Hardworking, details-oriented and willing to take responsibility are three major characteristics that help me perform effectively. I think these strengths will help me complete tasks as a Medical Representative at the highest result.

I am looking forward to having an opportunity to have an interview with you so that I can show you my skills and convince you that I am the right person for the job.

Ha Noi, January, 18th, 2017

Yours faithfully

Pham Thi Mai

***CURRICULUM VITAE***

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| *Personal infomation* |
| Fullname: Pham Thi Mai  Gender: Female.  Date of birth: April, 12th, 1991.  Marital status: Single.  Mobile phone: 01676946787  Email address: [PhamThiMai.hup@gmail.com](mailto:PhamThiMai@gmail.com) |

***Education***

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| 2009 – 2014: Ha Noi University of Pharmacy.  06/2014: Graduated from Ha Noi University of Pharmacy.  Degree classification: average good.  *Activities in Ha Noi University of Pharmacy* |

2009 - 2013: Practiced in Bach Mai hospital, 108 hospital: exchange knowledge about pathologist, drugs, clinical cases,... get used to the activities of the hospital.

2009 - 2013: Participated in the activities of the Nghe An assosiation in Ha Noi: collect textbooks for freshman, logistics department,…

2009 - 2013: a Math and chemistry tutor for pupils from grade 6 to grade 12: this work helps me have good presentation and persuade others skills.

2013: Member of English club of Langmaster English centre.

2012: took part in Women's Football team in my class.

07/2011: volunteer ‘’Tiếp sức mùa thi’’ in july, 2011.

2014: completed the training course on 10 ours of professional work experience of Eduhub education organization.

***Experiences***

08/2014 – 12/2017: working at Fresenius Kabi Pharmaceuticals company in Ha Noi. After 3 years in the job:

* I have worked in many hospitals: E Hospital, Ha Noi Medical University Hospital, National Hospital of Tropical Diseases, National Geriatric Hospital,…
* My target product: Ceftazidime, Piperacilin Tazobactam, Imipenem Cilastatin, Propofol, Fresofol, Rocuronium, Paracetamol, Metronidazol.
* I have knowledges and experiences in selling and comunicating skill, Customer care skills, handling situations
* Learn to co-operation, teamwork, have ability to do the job even under high pressure.
* Consecutive quarterlys had bonus.

***Other skills***

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| * Language skill: English (intermediate). * Communication skill: Able to communicate effectively; understand the importance of listening, supporting and respecting other people’s opinion. * Teamwork: responsible, respectfull to the others and be a good listener. * Computer skills: Word, Excel, Power Point, Internet for searching documents.   ***Strengs*** |

* Quickly adapt to new environment
* Hardworking, carefulness and responsibility.
* Handle well under stress and pressure

***Hobbies***

* Singing, lisening music, travelling, chating with friends and relatives, badminton.
* Reading book and enjoying free time in peaceful place.

I undertake that all the details above are true and I’m looking forward to have an interview so you can find how ambitious I am.