**Trần Lê Dạ Thảo**

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**GlaxoSmithKline Vietnam Representative Office,**

Metropolitan Building, Room 701, Floor 7, 235 Dong Khoi, Ben Nghe Ward, District 1, Ho Chi Minh City, Vietnam.

Dear HR Department,

My name is Tran Le Da Thao, I completed my final essay for degree of BS Pharm in July from University of Medicine and Pharmacy at Hochiminh City.

Recently, I have been looking for a job and I have heard that your company is recruiting for a new position of Medical Communication Specialist. So I write this letter to recommend myself for the position. I will be very happy if I have a chance to be a part of your future workforce. Following are some of my abilities make me suitable to the job:

* In-depth knowledge in pharmaceutical field
* Good at communication
* Good at english
* Good at team-work as well as independent work

To be trained and working at GlaxoSmithKline Vietnam will be an honor and great opportunity for me to experience the professional and challenging working environment. Although I have no experience in this field, I am willing to learn more and try my best.

My resume is enclosed for your review. I would greatly appreciate the opportunity to discuss with you personally about my skills and strengths can serve your company.

I’m looking forward to hearing from you soon.

Thank for your time and consideration.

Yours faithfully,

Tran Le Da Thao.