Jana Lambert

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Wednesday, June 11, 2014

To Whom It May Concern:

I am writing in response to your job posting for the Associate Program Manager, Medical Education position at REMI, LLC. After reading the job responsibilities and requirements you are looking for, I am certain I am a good fit.

With my experience in planning and hosting events, I am confident I would be a great asset to the company. I have contracted countless events including all-day meetings, pharmaceutical presentations, networking receptions and numerous social events. I am extremely detail oriented and I work very well independently and as a team.

I feel my experience and work ethic make me both a qualified and highly motivated candidate for this position. I am interested in further discussing this opportunity with you in person. My salary requirement is in the $45,000- $55,000 range. Thank you for considering me for this opportunity.

Sincerely,

Jana Lambert