

419 Sunshine Road  
Springfield, MO 60325  
October 3, 2003

Suzanne Swisher  
Human Resources Director  
Pharmaceutical Sales Company  
683 Rudolph Lane  
Des Moines, IA 50321

Dear Ms. Swisher,

I am writing in response to your advertisement for a Sales Representative in the September 18<sup>th</sup> edition of the *Des Moines Register*. I am very interested in this opportunity and have enclosed my resume for your review.

YOUR REQUIREMENTS

1. Minimum of 3 years experience
2. Training and Supervision experience
3. Proven ability to increase sales
4. Leadership experience

MY QUALIFICATIONS

1. I have 4 years experience in pharmaceutical sales
2. Received "Trainer of the Year Award" at previous position
3. Increased market share 32% past four years
4. Past president of student business organization

In addition to meeting the criteria you mentioned in your advertisement, I speak Spanish fluently, and have a double major in both Business and Speech Communication. I will contact you the week of October 20<sup>th</sup>, to discuss the possibility of an interview. I look forward to speaking with you.

Sincerely,

Bob Smith