

# SUSAN JONES

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<Date>

<Company Name>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

As a highly motivated sales professional with solid communication skills, an extensive academic background, and more than five years of hands-on experience within the pharmaceutical industry, I have enclosed for your consideration my résumé outlining my qualifications.

As a dynamic professional, I have been fortunate enough to hold several relevant positions, which have helped me progress to where I am today. These opportunities have allowed me to develop exceptional communication, interpersonal, analytical, problem-solving, and leadership skills, which I put to good use when establishing strong client relationships and training fellow employees. Most notably, I have the ability to:

- Negotiate and capture new business opportunities from new and existing customers.
- Establish long-term relationships through high degree of professionalism, service, and attention to detail.
- Contribute key insights and interact effectively with diverse groups of people.
- Provide organizational and leadership strengths within a team environment.

Additionally, my proficiencies include product research and development, new product launch, team building, and client relations. I am also adept at designing and executing solid, groundbreaking presentations that capture the audience's attention and interest. Furthermore, I evaluate my clients' diverse needs, provide them with the information they desire, and always schedule follow-up phone calls and appointments. These techniques have enabled me to consistently meet strict deadlines and go above and beyond territory targets.

As an enthusiastic and self-motivated professional, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your company. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Susan Jones

Enclosure