

SAMPLE JOB AD RESPONSE LETTER #2

Date of Letter

Your Address

Your Phone Number

Recruiter's Name and Title

Recruiter's Address

Dear _____:

Your advertisement for Medical Editor/Writer in a recent issue of the Wall Street Journal captured my interest. Please accept this letter and the enclosed resume as application for this position.

I believe there may be a very good match between your needs and my qualifications, as outlined below:

- B.S., Pharmacy, PharmD, University of Hawaii
- Licensure: Certified in Colorado
- Literature retrieval: Two years' experience working with medical data
- Medical writing/editing: Edited pharmacy department procedure manual and wrote quarterly newsletter for two years
- One-year drug information experience: Head, Lilly Drug Information Program
- Writing Ability: Authored one and co-authored two reference articles
- Familiar with PCs: Skilled with WordPerfect, Word, and Excel
- Can relocate to Denver

My enclosed resume offers a more detailed description of my skills and experience. I would appreciate the opportunity to discuss the position with you in a personal interview. I will contact you soon to see if we might be able to set up a time to meet.

Sincerely,

[sign your name here]

Your Name