

Bruce Wayne

32 S Riverview,
14 Three Elms field,
Garby Stourling, GN

Ph #: (314) 555-5286.

Date: June 10, 2009.

Clark Kent

HR Manager, XYZ, Inc.,

4 Tiverton Lane,
London SW,

Ph #: (512) 555-3909.

Dear Mr. Kent,

I have been informed by Mr. Anderson, accounts-incharge at your Memphis office that the Delaware office of Sphinx Medico Solutions, is actively seeking to hire quality individuals for your development program.

Last year I was interning as a research trainee at the Memphis office of AXIM Pharmaceuticals Ltd. Having interned with a leading firm in the public healthcare field and completing my degree from International School of Pharmacy, I understand the level of professionalism and communication required for long-term success in this field. My background and professional approach to research will provide your with a highly productive associate upon completion of your development program. I am confident that my combination of practical work experience and solid educational background has prepared me for making an immediate contribution to big pharma company like yours.

I will be contacting you tomorrow morning on phone to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,
Bruce Wayne.

Enclosure : Resume.