Sample Cover Letter - Pharmaceutical

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Frieda Pharmaceutical
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0418 775 528

10 July, 2015

Martin Jackson
Senior Recruitment Consultant
Hays Recruitment
martin.jackson@hays.com.au

Dear Mr Jackson,

Please accept my application for the entry level role of **Regulatory Affairs Associate** with your client, as advertised through Seek. This position appeals to me as it combines customer interaction and team work with technical writing responsibilities and practical responsibilities in clinical trial programs. I am willing to undertake further training as required to develop appropriate knowledge of global regulations and authorities.

I successfully completed a **Bachelor of Pharmaceutical Science** at **Monash University** this year. An industry placement in final year with Merck Pty Limited confirmed my interest in regulatory affairs as a career and provided insight into the responsibilities of the role such as product classification, preparation of technical files, risk assessments and quality audits. During the placement, I demonstrated the skills required to be effective and received positive feedback from my supervisor on my interpersonal skills, analytical ability and attention to detail.

My commitment to learning helped me achieve good academic results. Good organisational skills enable me to meet academic timelines, in both group based projects and independent assignments. Involvement in campus activities such as membership of the Multicultural Club Committee and faculty based Student Ambassador Program further developed my abilities to communicate confidently in groups and have input to the achievement of team goals.

Customer service skills have been gained through my two years experience in retail, including the ability to market products, complete point of sale transactions and resolve customer complaints. My ability to document and track customer information was also well demonstrated in this role. As a competent user of MS Word, Excel and PowerPoint I am confident my skills in using technology and my adaptability will help me settle in a new work environment.

Please find attached a current resume, copy of my academic transcript and the details of two referees. Thank you for considering my application. I look forward to discussing it further at interview. I can easily reached on 0418 775 528 to arrange a time to meet.

Yours sincerely,

Frieda Pharmaceutical

REGULATORY AFFAIRS ASSOCIATE

Our client is currently seeking a Regulatory Affairs Associate to work in their Melbourne CBD office. You will work as part of a small team on a number of clinical trials and will receive excellent training and support. Added to this you will join the ranks of a well established global regulatory affairs organisation.

To be successful in this role you must have recently completed a Bachelor of Pharmaceutical Science and have a strong interest in pursuing a career in regulatory affairs. The ideal applicant will also have:

- Strong interpersonal skills
- Be focussed on analysis and attention to detail
- Excellent organisational skills
- Well developed written and oral communication skills
- Experience providing high level of client service
- Excellent technical skills and the ability to utilise MS Office

Applications close 23 July 2015. For more information contact Martin Jackson on 03 8333 9763 or martin.jackson@hays.com.au