

Sample Cover Letter – Applying for a Specific Role

Ms. Anne Smith
14 Main Road
Cork
087 – 33445566

Mr. J. Murphy
Industrial Pharmacist
Pharmaceutical Company Inc
Cork

02 March 2012

Re: Industrial Pharmacist (Job Reference IP0001)

Dear Mr. Murphy

I am writing to express my interest for the Industrial Pharmacist vacancy as advertised today on IrishJobs.ie. Please find attached a copy of my CV, in which I have outlined my work history, qualifications and achievements to date. I have recently completed my pre-registration work experience at a pharmaceutical manufacturer and would like to continue my career in the field of industrial pharmacy.

I completed a BSc in Pharmacy from UCC in 2010 and graduated with First Class Honours. During the course of my studies, subjects included Pharmaceutical and Medicinal Chemistry, Industrial Synthesis, and Formulation and Drug Delivery. I am very much interested in pursuing a career in the manufacture of pharmaceuticals, and my recent work experience has strengthened my desire to work in this area. Feedback from my manager during that placement was very positive and he indicated that my analytical skills and methodical approach were two of my key strengths.

I am confident that my excellent academic achievements and success in my career to date make me a strong candidate for this position. I would welcome the opportunity to meet with you and am available for interview at any time. Please don't hesitate to contact me on 087 33445566 or by email at anne@pharmacist.com.

I look forward to hearing from you in the near future.

Anne Smith

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