
JANE DOE

Street Name, House # | City, State Code Zip Code | Cell: 123-456-7890 | Email: email@example.com

<Date>

<Addressee name>

<Addressee position>

<Company name>

<Company address>

Dear HR Manager:

I am writing to thank you for taking the time to interview me regarding your opening for a Data Science and Medical Sales Professional. Based on our meeting, I believe that my extensive science background, analysis and research as well as my experience in consultancy and sales makes me highly qualified for this position.

I particularly enjoyed discussing how my record of performance in conducting researches and writing, providing data analysis, meeting and exceeding sales goals as well as my experience in providing loan counseling and excellent customer service closely matches the qualities that you seek in a successful candidate. The time that I have spent meeting with you serves only to reinforce my positive view of your facility.

I neglected to mention that, should your facility decide to employ me, I am available for special projects and overtime. I look forward to hearing from you.

Sincerely,

Jane Doe