Name and first name
street Number
City, Province / State, Postal Code
Telephone No. / No. of mobile phone
email

Company Name Inc.
Attention: Ms. Martin
Street Number
City /Postal Code
State/ Country

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July 23, 2015

Application for the post of head of the sales department for Latin America

Dear Ms. Martin:

I am writing to you concerning the opening position published in the (name of Newspaper and date) of last Saturday.

I want to express my interest in this position currently available at your company because I believe, that I am an excellent fit for it, given that I have a wide experience in sales and marketing, good current knowledge of the global pharmaceutical market and in particular also the South American market.

After my graduation from the University of .....(Name of the University and place) in (give title and specialty acquired, for example Bachelor of Market and Advertising), I worked 15 years in the sales department of the Company ...... (Name of company and place), which is, as you probably know, an internationally renowned company in the production of pharmaceuticals.

As a selling representative for the North and East region of Germany and for Latin American countries Brazil and Chile, my main activities consisted in development and implementation of marketing plans, new product launches, event management, sales tracking and administration of budgets.

I have excellent language skills in English, Spanish and Portuguese and I can also manage without difficulty in Brazil and all other Latin American countries. In addition, I have a good preparation for handling computers as well as a great capacity for work and organization.

Attached to my CV, you will also find other documents, related to my knowledge and work experience. If you have any further questions or require additional documentation, please feel free to contact me.

Thanking you in advance, for your time and consideration, I remain,

Respectfully,

Bildungsbibel.de

Signature with full name