Early Career Change Cover Letter Sample

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September 28, 2010  
  
Mr. Quincy Simpson  
HR Manager  
XYZ Corporation  
city street 18  
1111 Anytown   
  
Dear Mr. Simpson:  
  
If you are searching for a pharmaceutical sales representative with the ability to maximize sales within an assigned territory, we should speak. Currently a loan officer, it is my goal to leverage my relationship-building and strategic-sales skills to transition from the mortgage industry to the pharmaceutical sales sector.  
  
I started contemplating this career change after graduating from university with a bachelor's degree in biology in 2007, but I wanted to take steps to prepare for the transition. In the last few years, I have been mentoring under an experienced pharmaceutical sales rep (who currently works for ABC Co.), and studying pharmaceutical product lines across various therapeutic classes. Armed with this industry research and product foundation, I am confident that I would be a successful rep for XYZ Corporation.  
  
I also developed skills in the mortgage industry that are relevant to pharmaceutical sales. The loan process is highly consultative, and I demonstrated strengths in building positive relationships, offering excellent customer service and coaching clients throughout the process. Always focused on exceeding production goals, last year I:

* Originated and closed 8,5€ million in residential loans.
* Held "Top Loan Originator" honors for the Brussels region.
* Earned "Top Producer" ranking for GHI Loan Company, sourcing a partnership that enabled a new product offering.

You should know that I love selling, meeting new people and aggressively following up on all leads. I am also very comfortable using medical terminology and interacting with healthcare professionals. If you agree that I would make a positive addition to your team, please call me at home at (05) 55 55 55 or on my cell at (487) 444-4444 to arrange an interview. Thank you for your time, and I look forward to speaking with you.  
  
Respectfully,  
  
  
  
Amanda Snow  
  
Enclosure: CV