

# MONICA PONTI

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Date

Name

Title

Target Company Name

Company Address

Dear **Hiring Manager**:

If you are seeking a forward-thinking, performance-driven, and quality focused **Medical Sales Professional** who consistently delivers solid results, you will be interested in the experience and the accomplishments highlighted in the enclosed resume.

As an experienced **Medical Sales Professional**, I possess extensive knowledge in developing new accounts and driving business, improving sluggish sales and significantly impacting growth and profits. I have enclosed my résumé, which outlines my career history, for your consideration of your job opening.

Through a balanced combination of “know-how”, interpersonal skills and leadership initiative, I offer a demonstrated ability to exceed customers’ expectations from business and customer service perspective. I believe my solid experience, expertise, education and character will make me a very suitable candidate for the **Medical Sales** position.

Currently, I am exploring opportunities that would benefit a company’s success and serve as a source of new possibilities. - It was just misfortunate that I get laid off from Medquest because it is inevitable that they need to downsize. - I believe my dedication and expertise would be a value to a company looking for effective leadership and direction. The enclosed résumé summarizes my achievements, experience and other information you will find helpful in understanding of my background.

If you are seeking leadership from someone with my qualifications, experience, and track record, I would welcome a personal interview. I appreciate you taking time to review my credentials.

Sincerely,

Monica Ponti

Enclosure: Résumé