

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Application for the position of Medical Writer

Dear

After viewing the advertisement for the vacancy of medical writer, I am sure that I will succeed as a medical writer in your respective company. I do hold a degree of bachelor in science with a specialization in biology from [university name] and score above [percent]%.

I have enclosed my resume along with my application letter of mine. I have already shared my experience and qualifications in the respective field of medical writing. I am ready for assessment online for the respective position of medical writing and I do have the appropriate skills and knowledge to write down medical journals for different topics related to area of medical science.

I had started working at [name of first company], and I was attending training under [name of person].

I am quite oriented towards my goals of medical writing for sharing information with the majority of people who are unaware of different areas of medical science. And I had maintained knowledge in anatomy, medicine and writing different topics, which I actually enjoy researching.

During my writing experience in the field of medical science, I took taken initiative to train several new employees in writing on varied topics related to medical terminology. I have always inspired them to maintain 100 % quality standards.

It is really a matter of honor for me if I get the opportunity to work in the position of medical writing.

Kindly let me know the date and time of the interview through [contact number] or [email id].

I believe that you will be able to do justice to my work as a medical writer.

I have also enclosed the written journals along with my application letter of mine which is related to medical science. I believe that you will understand my potential as a medical writer and how I had actually impacted the audience.

I am thankful for reading this letter.

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]