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Medical trainee representative application letter

Question: You are Priyanka, B-120, Malviya Nagar, Chennai, Read the Advertisement given below and Write a letter to the advertiser applying for the job.

Answer:

B-120 Malviya Nagar,
Chennai,

10th April, 200...

The Advertiser,
Indian Pharmaceuticals,
20, Coast Road, Kochi,

Subject: Application/Cover Letter for Trainee Medical Representatives

Sir,

In response to your *advertisement* published in *The Indian Express Dated 8th April* for recruiting trainee medical representatives. I offer myself as a candidate for the same. I enclose my detailed resume along with a passport size photograph.

If my application is found worthy of an *interview*, I shall be available at brief notice. I will show better results during my *training and service*.

Yours Faithfully

Priyanka

Enclosed:

1. C.V.
2. Passport size photograph

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RESUME

Name : Priyanka

Father's Name : Sh. Om Prakash Ahuja

Address : B-120, Malviya Nagar, Chennai.

Age and Date of Birth : 21 years, 5th January 1991

Contact No. : 01302243754

Educational Qualification : (i) Passed Sr. Sec. Exam from CBSE in 2008 with 85% marks.

(ii) Passed B.Sc. (Hons.) Biology from Hyderabad University in 2011 with 80% marks.

(iii) Computer-A Short Term Course from NIIT, Chennai.

Language Known : English, Hindi, and Tamil.

Hobbies : Reading, Touring, and Photography.

Marital status : Unmarried.

References : (i) C.V. Prasad, Principal, Govt. College, Chennai.

(ii) Dr. Arun Aggarwal, Director, Indian Institute of Medicines, Hyderabad.