

Medical Representative cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Medical Representative position at [Organisation name]. I have five years of experience in pharmaceutical sales, currently covering a headquarters territory in Lucknow for a company's gastro and anti-infective portfolio.

I meet around fourteen doctors daily across general practitioners, physicians and gastroenterologists, and I manage relationships with key chemists and two stockists. When I took over the territory, sales were below target and several high-prescribing doctors had stopped seeing the previous representative. I rebuilt the doctor list by specialty and potential, planned a fortnightly visit cycle and arranged two continuing medical education sessions with a specialist speaker, following company compliance guidelines. Over two years my territory moved from below target to consistently above it, and I received the regional performance award.

I am comfortable with sales reporting apps, territory planning and stock monitoring at chemists. I keep all promotional activity within the approved product information and the company's code of conduct.

My notice period is thirty days. I would welcome the opportunity to discuss your division and territory plans.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Medical Representative Trainee position at [Organisation name]. I completed my B.Pharm this year and I want to start my career in pharmaceutical field sales, because I enjoy explaining products clearly and I am comfortable meeting people every day.

During my final year I completed a one-month field internship with the sales team of a mid-size pharmaceutical company in Nagpur. I accompanied a senior representative on doctor calls, observed how he planned his day by specialty and location and helped him maintain the daily call report. I also visited chemists to check stock of the company's products and noted which brands were moving. By the end of the month, I was handling the chemist visits on my own and sharing short summaries with the area manager.

I understand pharmacology, drug interactions and dosage forms from my degree, and I know that a medical representative must share only approved information and follow ethical marketing norms. I have a two-wheeler and a valid driving licence.

I am willing to work in any headquarters in Maharashtra or Madhya Pradesh and can join immediately. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Name the therapy areas you have worked in, such as cardio-diabetic, gastro, anti-infectives or critical care, and the doctor specialties you meet regularly.
- Describe your territory performance in relative terms, such as moving from below target to above it, without quoting confidential sales figures or product names.
- Mention your degree, such as B.Pharm or B.Sc., and show that you understand ethical promotion and compliance rules, because companies screen closely for this.
- State your willingness to relocate, your headquarters preference and whether you have your own two-wheeler, since field roles depend on these practical details.