

July 10, 2005

Mr. Aiden Wisebarger  
Division Manager,  
Janssen Pharmaceutica  
13428 NW 72nd St.  
West Des Moines, IA 50265

**Re: Pharmaceutical Sales Position**

**Dear Mr. Wisebarger:**

## Components of a Business Letter:

- Your Contact Information - the heading should match the heading of your resume.
- Date the letter was written.
- The recipient's contact information with title.
- The subject line: (re: the position you're applying for).
- The salutation: (Dear Mr. or Ms.)
- Complimentary Closing: "Sincerely" is the most common closing for a cover letter; however, I prefer to use any of the following: "Regards", "Best regards", "To your continued success", etc. Remember the first word should be capitalized, but the remaining words are not.
- Sign the letter in blue or black ink.
- Identification: Your name should match the name used at the top of the cover letter.
- Enclosure Notation: The word "Enclosure" is commonly written 2 lines below your name. If you include more than 1 item within your enclosure, utilize the plural form - "Enclosures".

Best regards,

Pharmaceutical Sales Candidate

Enclosures: Resume and Reference Page