

Date

Name

Address

City, ST Zip

Dear _____,

Thank you for contacting me regarding the Vice President, Medical Affairs position at _____. This role is an excellent match with my background, both as a Board-Certified Oncologist and as a Medical Affairs professional in the pharmaceutical industry.

I am currently Senior Director, Oncology Medical Affairs at _____ Pharmaceuticals International. In this role, I provide medical leadership and direct all phase IV medical studies, Key Opinion Leader development, CME programs, and promotional review to assure medical accuracy and compliance. I answer all medical inquiries from the outside professional community, provide medical education and training to employees and sales representatives, and offer professional input into the business development team as we license and acquire new products. Over the past 10 years, I have published several articles in the Oncology literature and developed strong contacts among leading physicians. I also have experience interfacing with the FDA. I have great interpersonal and scientific communication skills, and am very productive and hard-working with minimal direction.

I practiced with Dr. _____ and Dr. _____, where I gained expertise in all aspects of an Oncology practice including experience with _____ products. I have also conducted clinical research and presented findings at key medical meetings throughout my career.

I received my MD degree from Stanford University Medical School and my MBA from UCLA. I completed residency training at _____ and I am Board-Certified by the American Board of Oncology.

I look forward to the opportunity to utilize my background in Medical Affairs to build and grow a strong department at _____ as Vice President, Medical Affairs. I can be reached at _____ or by email at _____.

Sincerely,

_____, MD, MBA
Senior Director, Oncology Medical Affairs
_____ Pharmaceuticals International