

## RÉSUMÉ WORLD INC.

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November 21, 1999

Mr. A. Dennison  
Manager, Employee Relations  
SANDOZ CANADA INC.  
111 Consumers Drive  
Whitby, Ontario  
L1N 5Z5

**Dear Mr. Dennison:**

Having worked as a summer student for two years with your organization, I am very interested in pursuing a career with Sandoz Canada Inc. Please consider this letter and enclosed résumé as application for a position that is suitable to your personnel requirements and my background.

Currently, I am exploring full-time career opportunities and will be completing my Food and Drug Technology Diploma in the spring of 1997. In addition, I am pursuing a B.Sc. in Chemistry at York University on a part-time basis. As my résumé states, I have gained a wealth of knowledge and skills from my academic and employment experiences. Some examples are: conducting research, collecting data, analyzing and testing various products/materials, as well as compiling accurate and detailed reports. In addition to my technical and analytical skills, I possess sound documentation abilities, conforming to all testing standards and regulations. I feel that these experiences would serve as a solid base in which to begin a career within a laboratory or research environment. Moreover, the experience acquired while working within the production department of Sandoz Canada Inc. has provided me with a good understanding of the policies and work procedures of the company and will enable me to "hit the ground running".

You will find me to be a resourceful and self-motivated individual, with the ability to work supportively within a team environment, and communicate effectively at all levels. I bring an enthusiastic, diligent and dedicated attitude together with the ability to adapt readily to varying job demands.

I would appreciate the opportunity of an interview to discuss my qualifications in greater detail, and can be reached at the above telephone number to arrange an appointment at a mutually convenient time.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Résumé World Inc.

This letter was composed by one of Résumé World's consultants in Toronto. For more information about our **Résumé Writing, Job Search or Résumé Posting** services visit our web site at [www.resumeworldinc.com](http://www.resumeworldinc.com) or simply give us a call today.

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