

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Medical Officer]

[Pharmaceutical/Biotech Company Name]

[Company Address]

Dear [Mr./Ms./Dr.] [Last Name],

I am writing to express my formal interest in the Executive Director of Medical Affairs position at [Company Name], as advertised in [Source]. With over [Number] years of leadership experience within the [Therapeutic Area] sector and a proven track record of driving global medical strategy, I am confident in my ability to enhance [Company Name]'s clinical value and stakeholder engagement initiatives.

Throughout my career, I have specialized in bridging the gap between clinical development and commercialization. At [Current/Previous Company], I successfully led the medical launch of [Product Name], resulting in [Specific Achievement, e.g., 40% increase in KOL engagement or successful Phase IV implementation]. My expertise encompasses:

- Strategic lifecycle management and evidence generation.
- Overseeing global MSL teams and medical communications.
- Cultivating high-level relationships with Key Opinion Leaders (KOLs) and regulatory bodies.
- Ensuring rigorous medical compliance and cross-functional alignment with Commercial and R&D wings.

I am particularly drawn to [Company Name]'s commitment to [Specific Company Mission/Pipeline Project]. I am eager to bring my experience in [Specific Skill, e.g., Health Economics and Outcomes Research (HEOR)] to your executive team to ensure the scientific integrity and market success of your upcoming portfolio.

Thank you for your time and consideration. I look forward to discussing how my strategic vision for medical affairs can contribute to the continued growth of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]