

Rose Bush

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Mr. Al Gee
Manager, Human Resources
Health BioScience, Inc.
51 University Street
Seattle, WA 98191

Cover Letter or Letter of Application for a Specific Advertised Job

In this example, the cover letter addresses the qualifications sought by this employer:

- Bachelor degree in a life science
- Ability to accurately perform repetitive tasks
- Experience complying with written protocols
- Experience stocking and maintaining a laboratory
- Experience creating and maintaining data spreadsheets
- Strong attention to detail
- Able to work independently without supervision
- Excellent communication skills in a team environment

Dear Mr. Gee:

I am applying for the position of Lab Assistant at BioScience Inc. that was recently advertised in Western Washington University's Viking CareerLink. I am confident that my education and experience in research laboratory techniques will prove to be an effective match for your qualifications.

BioScience is seeking a candidate with the ability to accurately perform repetitive tasks in compliance with written protocols while at the same time paying careful attention to details. As a Lab Assistant supporting research teams in Western Washington University's Toxicology Lab, I conducted a variety chemical analyses, each many times over. Every series had to be identical and accurate.

To support research projects, I took the initiative to create and maintain spreadsheets which facilitated timely analysis of detailed data. In an effort to meet precise research needs, I communicated closely with several teams to effectively maintain the lab's stock of chemicals and other materials. Working without supervision, I made time management a priority and typically finished tasks ahead of schedule.

My degree in cell biology and genetics also provides me with knowledge and skills which I can contribute to your organization. For example, in my developmental biology lab I used the model organism *Arabidopsis thaliana* to investigate the mechanisms which control the balance between cell proliferation and differentiation during development. This study and the processes involved are directly relevant to research currently being conducted by BioScience Inc.

I am excited to have the opportunity to contribute my skills, experience and passion for research to your company. I will follow up with you next week to make sure you have all the information you need. In the meantime, if you require additional information or would like to schedule an interview, I can be reached at (360) 676-0000 or rhbush@mail.com. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Rose Bush
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