

SAMPLE COVER LETTER

Aaron Smith
12 Echo Street
Cambridge, MA 55555

September 14, 20xx

Ms. Caroline Burnett
Boston Biotech Company
Somewhere, MA 55555

Dear Ms. Burnett:

As a current graduate student at Brandeis University who is passionate about the discipline of biotechnology, I am writing to apply for the Research Intern position. I became aware of the position while exploring job listings at the Brandeis University Career Center. Boston Biotech is a leader in the advancement of biotechnology research, which is why I am particularly interested in your company.

My undergraduate degree in biology gave me a strong background in biology, along with additional skills gained through coursework in genetic engineering, mathematics and statistics. I am currently working towards my masters in biotechnology, which will allow me to apply those skills to a position in the biotechnology arena.

Last summer I had the opportunity to work at Pfizer, where I participated in Enzyme Assay Development. This project involved gene assays, high throughput screening, data analysis, and the use of automated laboratory equipment.

I have been following Boston Biotech's development of gene-based medicines with great interest, and I would be very pleased to intern with a company that is in the forefront of bringing genomics-derived drugs to clinical trial.

My resume is attached and I look forward to meeting with you to discuss this opportunity. Please feel free to contact me I can provide any additional information.

Sincerely,

Aaron Smith