Terry Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · terry.applicant@email.com

December 3, 2020

Angela Lee

Director, Human Resources

Acme Medical

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

With a Bachelor’s Degree and Master’s Degree in biomedical engineering, numerous years of hands-on experience creating and implementing medical devices, and the ability to troubleshoot and solve problems in a timely and accurate manner, I confidently express my interest in your posting on LinkedIn for an experienced biomedical engineer.

I have been involved in numerous large-scale testings and releases of biomedical products, particularly related to electrosurgery devices. Because of my experience, I understand the importance of time management and open communication. While it may be easy to focus on the technical side of work, I’ve found that being able to express concerns, roadblocks, and alternative solutions to colleagues of varying technical backgrounds has been invaluable in my professional development.

Over the course of my career as a biomedical engineer I have:

* Taught over a dozen seminars on biomedical ethics and strategies for efficiency.
* Increased team efficiency by implementing new techniques for testing equipment.
* Led the development of two successful electrosurgery devices.

I truly believe in continued education and research, and continue to seek new methods to assist with safe, effective product development. I hope to bring my knowledge, and future knowledge, to your organization.

Attached is a copy of my resume that further explains my background and technical skills. I can be reached anytime via my cell phone, 555-555-5555 or via email at terry.applicant@email.com. Thank you for your time and consideration. I look forward to speaking with you more about this opportunity.

Sincerely,

*Signature* (hard copy letter)

Terry Applicant