**Sara Applicant**

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

September 1, 2018

Andrew Lee

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Please accept the enclosed resume for consideration for the Research Technician position you posted on Monster. My background and skills in laboratory techniques will prove to be an effective match for your qualifications requirements.

I have a BS in Chemistry, and earned a 3.8 GPA during my studies at American University. I have taken several lab courses in Biochemistry, where I worked with chromatography, ELISA, and southern and western blotting techniques.

While working for Smithtown Environmental Laboratory, I successfully applied my research skills and maintained the laboratory. I participated in planning experiments and evaluating test results, as well as in monitoring equipment performance and tracking maintenance schedules.

In addition, I was responsible for maintaining biohazard and radiation safety standards, and ensuring our team’s proper handling and disposal of potentially hazardous chemical and biological agents.

In addition to the lab work I performed, I also recorded, calculated, and analyzed data and prepared reports, working closely with a team of researchers to learn the value of good lab practices.

I work well as a team member, am very reliable and organized, and am willing to learn.

Thank you for your consideration. I would be grateful for the opportunity to speak with you in person regarding my qualifications for this position; please let me know if I can provide you with any additional information.

Sincerely,

Signature (hard copy letter)

Sara Applicant

**Justin Applicant**

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

September 1, 2018

Donna Rodriguez

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Mrs. Rodriguez,

Please accept my resume for the research technician job you have advertised or, indeed, for any other position that would be suitable for me with your organization. I am confident that my background and skills in research techniques will prove to be an effective match for your qualifications requirements.
I have had a great deal of laboratory experience in chemistry and biology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

While working for Eperian Research Laboratory, I successfully applied my research skills and worked closely with the samples being studied. I supported the research in completing assigned experiments, and recorded and analyzed massive amounts of data. This experience gave me the opportunity to work closely with a team of researchers and helped me to understand the importance of good lab practices.

My research experiences have been positive ones due in part to my interpersonal skills. I work well in teams, am reliable and organized, and am enthusiastic to learn. I am sure that I will carry over the same enthusiasm and skill in doing research at your institution.

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

Sincerely,

Signature (hard copy letter)

Justin Applicant