

Sample Cover Letter – Sciences

Directions:

Tip: Use same heading on cover letter & reference page as on your resume – your own personalized letterhead! Find out who will be hiring for the position. Be sure to get correct spelling of their name & title.

Date

(4 spaces between date & address)

Name, Title of Person

Name of Business

Department

Mailing Address

City, State, Zip

(1 space)

Salutation

or Hiring Panel if name is unknown

1st Paragraph

State your purpose, the position you are interested in & how you learned about the opening.

2nd Paragraph

Demonstrate your ability to do the job. Research the company & position. Think & link the details of the job description with your skills, training, & experience. Mention what interests you about the company.

3rd Paragraph (optional)

If including other enclosures besides your resume, refer to them.

Closing paragraph

This should be a call to action. State when you will contact the employer or ask for an interview, then express thanks.

Closing

or Respectfully, etc.

(4 spaces)

Sign your name LEGIBLY

Your Name



**Cindy
Matson**

8321 SE Barker Ave. Gresham, OR 97555 503-555-1529 cindymatson@gmail.com

December 15, 20XX

Amanda Perot, Internship Program Coordinator
Oregon Institute of Occupational Health Sciences
3181 S.W. Sam Jackson Park Rd.
Portland, Oregon 97239

Ms. Perot:

I am interested in applying for a Science Laboratory Assistant position in your Summer Internship program. My Chemistry instructor/lab supervisor at Portland Community College, Engelbert Schmore, informed me of this opportunity and strongly urged me to apply.

I am excited about the prospect of getting to work with one of your host faculty members on a research project. I am particularly interested in the DNA research being done at OHSU and PSU, as that is the career area I plan to pursue. I am currently a sophomore at Portland Community College, working towards my bachelor of science degree in biology. I have been a laboratory assistant in a college chemistry lab and in a high school biology lab, so am familiar with standard lab equipment and very cognizant of safety protocols. Also, as an active member of the PCC Science Club, I have experience maintaining lab exhibits and presenting science information.

Enclosed is a copy of my resume along with a letter of recommendation from my Chemistry instructor/lab supervisor at PCC.

I look forward to the opportunity to further discuss my qualifications with you. I can be reached at the above phone number or e-mail. Thank you for considering me for this position.

Sincerely,

Cindy Matson