

January 10, 20xx

155 Third Avenue
Long Branch, New Jersey 07764

Mr. Harry Cavendish
Director of Research
Analytic Medicine Corporation
20 Hydrogen Way
Princeton, NJ

Dear Mr. Cavendish:

I have recently become aware of your need to fill the position of Associate Research Scientist for your Bio-analytic Science Division and would like to apply. I have over 4 years of experience in this field as an Assistant Research Scientist for the Analysis Division of Parker Medical Research Company. My credentials are a perfect match for this position.

As you will see in my resume, I have a BS in Chemistry from Monmouth University. Currently, I am working on the development of large molecular drugs as well as quality control review of all of the recently developed drugs. This expertise seems to be a perfect match with your company needs. My qualifications also include over 3 years of Laboratory experience in immune analyses for animal and human subjects. I believe this experience is vital in making a contribution to your company.

I believe that my research background as well as my passion for immunological research would make me a great asset to the Analytic Medical Corporation. I am available for interview at your request and look forward to hearing from you.

Sincerely,

Mary Curran