

Cover Letter Example

Introduction:

Show your interest in the position

Dear Hiring Manager,

I am writing in response to the job opening as a Research Scientist-Molecular Biology at ABC Bio (Job ID: 007). I am extremely interested in the possibility of moving from a laboratory bench and starting a career with a science-based business, and I am available to start as soon as possible.

Middle paragraph:

Highlight your skills and qualifications for the position and match those with the requirements of the job posting. Use action verbs and quantify your accomplishments to form a strong cover letter.

“As a skilled molecular biologist with ten years of experience in a laboratory setting, I **performed** top quality and accurate experiments. I am confident this experience will bring a lot of value to your company by building and maintaining customer trust. Since ABC Bio is known for protein research, my advanced skills in conducting protein expression, nucleic acid extraction and Western Blots would ensure your organization’s reputation for the long-term. During my postdoctoral appointment, I **led** a collaborative team of **six** scientists from various fields of research through **five** critical projects. I also **developed** **three** assays to test the functionality of the receptor and our research was **the first** study to identify a G-protein-coupled receptor in a zebrafish. These projects I **ran** enabled me to publish **15** research publications which later helped our lab acquire **three** important grants.”

Note:

- *Highlighted in yellow: examples of action verbs to show why you are a fit.*
- *Highlighted in blue: quantifiable accomplishments*

Closing paragraph:

Mention when you will be available.

I am convinced that I would be a productive member of your company and would love the opportunity to meet with you. My availability is the third week of August.

State a call to action for an interview:

Thank you for your time, and I am looking forward to hearing from you soon.

Sincerely,

Name

Email

Phone