**ENTRY LEVEL COVER LETTER**

Justin Applicant

123 Main Street, Anytown,

CA 12345 · 555-555-5555

justin.applicant@email.com

September 1, 20XX

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 qualification’s 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 Experian 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