**ENTRY LEVEL COVER LETTER**

Sara Applicant

123 Main Street, Anytown, CA12345

555-555-5555

sara.applicant@email.com

September 1, 20XX

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 qualification’s 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