**Dear Mr. Lawson,**

Following your job advertisement on Craigslist, I hereby apply for the position of a biologist in your reputable organization.

I have a bachelor’s degree in biological sciences from the University of California. I am also a skilled and qualified biologist with seven years of experience (mention at least three skills).

With the skills I have, I am confident that I can become a great asset to your organization. Besides my knowledge in the field, I also have strong communication and writing skills which will enable me to give presentations and write detailed reports. I believe in teamwork, and I can also able to finish my projects on time. I promise to do my best in helping your organization move forward.

Kindly find my attached CV and other academic and professional documents that expand further on my skills. Please reach me on (email address) or (phone number) to discuss further about this position. Thank you in advance and I look forward to hearing from you soon.

**Sincerely,**

**John Smith**