**Entry Level Research Technician Position Cover Letter**

Your Name Here  
Address Here  
555-555-5555   
applicant@email.com

Month date, Year

Recipient Name Here  
Position Here  
Institute Name  
Address Here  
City, Country.

Dear Mr. X

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 [insert name of university]. I have taken several lab courses in Biochemistry, where I worked with chromatography, ELISA, and southern and western blotting techniques.

While working for ABC 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)

Your Name Here