**Sample Cover Letters for a Research Technician Position**

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street City, State
Zip Code

Dear Mr./Ms. Last Name,

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)

FirstName Last Name