Joseph Q. Applicant

123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com

October 26, 2020

Jane Smith

Director, Human Resources

BC Labs

123 Business Rd.

Business City, CA 54321

Dear Ms. Smith,

I am writing to apply for the scientific research summer internship position that was listed in the Anytown University Career Services Office. I believe my research and conservation experience make me an ideal candidate.

I have had a great deal of research experience in chemistry, biology, and geology, both in the lab and in the field. Most of my experience is in environmental field studies. I am currently conducting research in our school's outdoor laboratory to assess the water quality of a nearby pond. I know water quality assessment is a component of this internship, and I know my previous experience makes me a prime candidate for this.

Last summer, I worked as a conservation assistant at the National Trust's Clumber Park. Along with trail maintenance and building, I also served as a research assistant for the research organization at the park. I conducted an analysis of soil samples, and input data from various research projects. I received a special commendation from the director of the research organization for my attention to detail and dedication to research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

*Signature* (hard copy letter)

Joseph Q. Applicant