Our mission at the Allen Institute for Brain Science is to accelerate the understanding of how the human brain works in health and disease. Using a big science approach, we generate useful public resources, drive technological and analytical advances, and discover fundamental brain properties through integration of experiments, modeling and theory.

The Research Associate I - Imaging is responsible for conducting experiments and completing protocols in a high-throughput production environment, following Standard Operating Procedures (SOPs). Problem solving skills are required for troubleshooting during process development. The Research Associate I - Imaging will be part of a team that uses multiple microscopy systems to acquire high quality images from histological slides, whole brain specimens, and other custom applications. The incumbent will also contribute to image quality control and analysis, as well as fulfill support functions within the team. The successful candidate will be a dedicated worker with attention to detail and an interest in collaborative science.

Job Responsibilities

* Operate multiple imaging instruments (brightfield, epi-fluorescence and one-photon laser scanning microscopes)
* Perform routine laboratory work, including specimen and slide preparation
* Compile, process and analyze data; evaluate and communicate research results
* Follow Standard Operating Procedures, good laboratory practices, and comply with all regulatory requirements
* Evaluate, calibrate and troubleshoot experiment quality and instrument functionality
* Maintain accurate laboratory documentation using established methods, which may include Microsoft Office, Microsoft Access, custom Laboratory Information Management System (LIMS), Atlassian JIRA and others
* Contribute to and audit SOPs, as requested by departmental Manager/Director. Assist and train other staff as necessary
* Contribute to a rigorously scientific, cohesive and efficient team environment
* Other duties as assigned

Zachary Ip  
5553 28th Avenue NE  
Seattle, WA, 98105

January 26th, 2019

To whom it may concern;

I am applying for the position of Research Associate I because I believe the Allen Institute for Brain Science is working on some of the most ambitious and exciting research in the world. I have been interested in the brain for as long as I can remember, and to be able to contribute to the mission of the Allen Institute to generate public resources to fast-forward the development of neuroscience as a whole is the best way to explore my passion and help make the world a better place.

As you will see in my resume, I have been drawn to studying neural systems since the beginning of my development as a scientist. In my undergraduate research, I studied the development of the peripheral nervous system by interrogating gene regulatory networks. I gained valuable skills there, but as I moved on to graduate school, I wanted to learn what was actually happening in the brain. My work now is investigating functional connectivity between the hippocampus and cortex before and after stroke, utilizing signal processing and data analysis techniques.

My diverse skill set has prepared me to work on any projects available at the Allen institute. I am hoping that this position allows me to dive deeper into my understanding of the brain while learning more methods and skills to uncover the mysteries the brain still holds. I would love to discuss more about my past research, or to learn more about the specifics of this position. Thank you for taking the time to consider me as a candidate for Research Associate I.

Sincerely,

Zachary Ip

-i heard about this thing from blah

-i am interested in this because x,y,z (include values shared by institute)

-this is my past experience that is relevant to things you care about

-this is what i can do for you

-this is what i hope to do in this position

-thank you for your time

**First paragraph (Purpose):**  
State why you are writing and the type of position or field of work in which you are interested.  Indicate how you learned of this position. If there is not a specific position available, indicate how your interest originated.  Demonstrate briefly your knowledge of the company.

**Second paragraph (Background and Qualifications):**  
Refer the employer to an enclosed resume. If you have had related experience or specialized training, elaborate on the details that would be of special interest to the employer.  Be as specific as you can about your qualifications and skills.  Provide examples on how you obtained/honed these skills. Your goal here is to match your skills to the employer's needs. Explain how you would fit into the position and the organization. This paragraph can get lengthy; break it into two paragraphs to make it more readable.

**Third paragraph (Request for Action):**  
Close your letter by briefly restating how your qualifications match the position.  Express your interest in further discussing your background and the position with the employer.  Write when you will be contacting them to ensure your application materials were received. Finally, include a statement expressing your appreciation for the employer's consideration.

Sincerely,

(signature)  
Name

The Allen Institute for Brain Science is working on some of the most ambitious and exciting research in the world, and it has been a dream of mine to work there since I entered neural research. My background in the wet-lab, investigating the development of the peripheral nervous system, as well as my current research into processing and analyzing data from a functional connectivity perspective, gives me skillset well adapted to the demands of a research assistant. Being able to contribute to the mission of the Allen institute to create public resources for the community of neuroscientists would be an honor.