

Date

Stephanie Lendall  
Administrative Assistant  
Howard Hughes Medical Institute  
Massachusetts Institute of Technology  
77 Massachusetts Avenue  
Building 68, Room 630  
Cambridge, MA 02139

Dear Ms. Lendall,

The Howard Hughes Medical Institute strives to discover how the body functions and why the diseases associated with it occur. Once I found out more information about the organization and the position of Research Technician, I felt that my experience and education has prepared me well to work for such a prestigious organization like yours. I feel I can use my knowledge and sense of responsibility under the supervision of Dr. Stephen P. Bell at the Massachusetts Institute of Technology to realize the goals of the Howard Hughes Medical Institute.

As part of my junior year in high school, I was required to conduct a research experiment spanning about seven months. Fortunately, I had the opportunity to work for Dr. Bradley Hillman at Rutgers University. With the help of a graduate student, I was able to test the effects that a virus would have on fungal growth. I presented my findings in a symposium for my class, and furthermore, my research paper was accepted to be a poster presentation at the Monmouth Junior Science Symposium on April 7, 2005. From this experience, I have a strong understanding of laboratory safety, compiling and presenting data in an appropriate fashion, and communicating my ideas with those around me; your organization is looking for candidates with such skills and I feel my experience would benefit the experiment and the organization.

Your organization also requires a candidate with good knowledge about the experiment and strong interpersonal skills. My coursework in general biology, chemistry laboratories, organic chemistry, and technical writing has provided me with background and knowledge about eukaryotic chromosome duplication and methods to present experimental data with others. My experience working as a secretary in a physician's office and as a student volunteer in a local hospital has given me good interpersonal skills that would be important in communicating data with those involved in the research. These abilities make me a qualified and dedicated candidate to aid further research in this particular experiment for your organization.

From what I have seen of Dr. Bell's research abstract, the work I would be doing will be exciting and challenging which is something I look forward to. I have enclosed my resume and contact information for the required references. For any further questions, you can contact me at (814)863-4000 or [atm514@psu.edu](mailto:atm514@psu.edu). Thank you for your time and consideration.

Best regards,

name

**Local Address**  
100 Ritner Hall  
University Park, PA 16802  
(814)832-4033

**Julie Majumdar**  
[jzm501@psu.edu](mailto:jzm501@psu.edu)

**Permanent Address**  
50 Circle Court  
Morganville, NJ 07751  
(901)673-9451

## **Education**

The Pennsylvania State University – University Park  
Six-Year Pre-Medical/Medical Program with Jefferson Medical College  
Expected Undergraduate Completion Date: May 2007  
GPA: 3.74

Relevant Coursework:

- Biology
- Microbiology
- Chemistry Laboratory
- Organic Chemistry
- Technical Writing
- Speech Communication

## **Work Experience**

**Physician's Office** – Freehold, NJ

Receptionist and Secretary, January 2004 to Present

- Answered phone calls from various places, such as pharmacies and hospitals
- Interacted with patients, families, and pharmaceutical representatives
- Organized and created files and documents for patients

**CentraState Medical Center** – Freehold, NJ

Student Volunteer, January 2004 to June 2005

- Supported Food Services staff in prompt delivery of meals to patients
- Aided patients, nurses, and desk secretary on nursing floors
- Helped Medical Affairs staff with documentation and services for physicians

**Rutgers University, Department of Virology** – New Brunswick, NJ

Student Researcher, October 2003 to April 2004

- Conducted a research experiment involving a virus and fungi
- Organized data from experiment and shared it on a database
- Created a research paper, presentation, and poster for symposiums

## **Knowledge and Skills**

Microsoft Office<sup>®</sup> and basic knowledge in HTML  
Good work ethic and interpersonal skills

## **Honors and Extracurricular Activities**

Dean's List: Fall 2005 and Spring 2006  
Hindu Students Council – Member and Secretary  
Robert C. Byrd Scholarship Recipient

## **References**

Joan Nealon, Volunteer Services, CentraState Medical Center,  
901 West Main Street, Freehold, NJ 07728  
JoAnn Crouch, Rutgers University, 59 Dudley Road, New Brunswick, NJ 08901  
Utsa Ray, Pennsylvania State University,  
222 Weaver Building, University Park, PA 16802

Date

Susan Molitor  
Residential Program Supervisor  
Casa de Esperanza (House of Hope)  
P.O. Box 66581  
Houston, TX 77266-6581

Dear Ms. Molitor,

Casa de Esperanza strives to provide a safe environment for children with special needs. To provide such a service requires volunteers and staff whose intentions and interests lie with the needs and care of the children. With my experience and interest in becoming a physician, I feel I can offer your organization a helping hand in its goal to help children who have been abused, neglected, or are living with HIV.

A volunteer at your organization should have good communication skills, patience, and a solid work ethic. My experience as a secretary in a physician's office and student volunteer at my local hospital has given me a stronger grasp of those skills. As a secretary and receptionist in the office, I greeted, interacted with, and answered phone calls from physicians, patients, families, and pharmaceutical representatives. I also organized important documentation for patients. In the hospital, I was able to work as a volunteer in Food Services, interacting with the staff and patients while delivering meals. I also volunteered on a nursing floor, aiding nurses and the desk secretary. My last volunteer position involved helping the Medical Affairs staff deal with physicians' services and documentation. The experience I gained from working at these various places has given me better skills for communicating with others, especially those with different personalities. The children in the care of your organization need someone to take care of them; my working experiences will help me be a conscientious and responsible volunteer.

I also have previous experience with children through babysitting and through a camp I attended. Your organization requires a volunteer to be responsible taking care of children with special needs. I understand that I must take care of the children, advocate for the children, and interact with their healthcare specialist. Since some of the children come from homes with problems such as domestic violence, I am ready to act as a link between the children and the parents because your organization also focuses on keeping contact with the parents through such problems. I feel my working experiences will benefit your organization since I have learned skills that will help me complete the tasks required for the position.

With my interests and abilities, I hope I can work for your organization and give back to the children by giving my best efforts for such a good cause. I have enclosed my resume with my credentials, and if you have any questions, please contact me at (814)862-4000 or [azm5014@psu.edu](mailto:azm5014@psu.edu). Thank you for your time and consideration.

Best regards,

name

**Local Address**  
100 Ritner Hall  
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(814)865-4022

**Julie Majumdar**  
[jzm504@psu.edu](mailto:jzm504@psu.edu)

**Permanent Address**  
50 Circle Court  
Morganville, NJ 07751  
(901)673-3551

**Education**

The Pennsylvania State University – University Park  
Six-Year Pre-Medical/Medical Program with Jefferson Medical College  
Expected Undergraduate Completion Date: May 2007  
GPA: 3.74

Relevant Coursework:

- Technical Writing
- Speech Communication

**Communication Skills**

- Interacted with patients, families, and pharmaceutical representatives
- Answered phone calls from places such as pharmacies and hospitals
- Aided patients, nurses, and desk secretary on nursing floors
- Experienced with children in preschool and daycare
- Fluent speaker in Bengali, moderate speaker in Spanish

**Technical and Other Skills**

- Organized and created files and documents for patients
- Helped hospital staff with documentation and services for physicians
- Supported hospital staff in prompt delivery of meals to patients
- Conducted a research experiment involving a virus and fungi
- Organized data from experiment and shared it on a database
- Created a research paper, presentation, and poster for symposiums
- Experience with Microsoft Office<sup>®</sup> and basic knowledge in HTML

**Work Experience**

**Physician's Office** – Freehold, NJ  
Receptionist and Secretary, January 2004 to Present

**CentraState Medical Center** – Freehold, NJ  
Student Volunteer, January 2004 to June 2005

**Rutgers University, Department of Virology** – New Brunswick, NJ  
Student Researcher, October 2003 to April 2004

**Honors and Extracurricular Activities**

Dean's List: Fall 2005 and Spring 2006  
Hindu Students Council – Member and Secretary  
Robert C. Byrd Scholarship Recipient

TO: Shannon Walters  
FROM: A.  
RE: Cover Letters and Resumes  
DATE: Date

### **Research Technician – Howard Hughes Medical Institute – Cambridge, MA**

The Howard Hughes Medical Institute prides itself in being a “philanthropy serving society through biomedical research and science education”. When I found this job position through Yahoo! HotJobs, I was drawn to the basic skills it required because they matched with my interest in conducting biomedical research in the future.

#### Job Description and Rhetorical Choices

The job position of Research Technician requires someone with a sense of responsibility and knowledge in basic molecular biology, biochemistry, and genetics. Even though I have not formally taken biochemistry or genetics as courses, I tried to convey to Ms. Lendall that I was still qualified for the job with the education I have already obtained. The job also requires previous research experience. As I mentioned in my cover letter, I conducted a research experiment in high school. I presented my findings to my peers and my research paper was accepted to be a poster presentation at a larger symposium. Since the job description describes that research will be the main task, I focused on this aspect of my experience to show that I am qualified for the position. I also tried to incorporate other skills I have learned from my experiences, such as laboratory safety, interpersonal skills, documentation skills, and technical skills (i.e. working in a hospital, etc.) to show that I have versatility and skills outside of research.

#### Audience and Rhetorical Analysis

I chose to present my resume in chronological order because it seems that most scientific job positions look for such a typical format. If I would have chosen another form for the resume, it would not have been organized so neatly and my audience may not even give it a glance because people like to be succinct in the field of science. This format lays out my information in an orderly and easy-to-find manner. I also added references to my resume because the job description called for them.

The person who would be receiving the cover letter and resume would be Ms. Stephanie Lendall, Administrative Assistant to Dr. Stephen P. Bell. I found through the website that the position requires working in the laboratory of Dr. Bell in the Massachusetts Institute of Technology dealing with finding the mechanisms for duplication of eukaryotic chromosomes and how factors around an organism can affect it. I tried to incorporate that into my cover letter to appeal to my audience. My tone was formal and professional to be appropriate with applying to work at such a prestigious organization and with my audience, who is Ms. Lendall and maybe even Dr. Bell. Even though this position requires working at a location away from the headquarters of the Howard Hughes Medical Institute in Chevy Chase, Maryland, I tried to incorporate the organization's values into my introduction in the cover letter. I did this only a few times and focused more on the job description because I was applying for a position that was located away from headquarters; if I was applying to a job at the headquarters, I may have focused on the organization and job description equally.

## **Volunteer – Casa de Esperanza (House of Hope) – Houston, TX**

Casa de Esperanza (House of Hope) is looking for volunteers to take care of neglected, abused, and children living with HIV. Such children need someone to look out for them and that is what Casa de Esperanza strives to provide – a safe environment for the children.

### Job Description and Rhetorical Choices

Since some of the children come from homes with problems such as domestic violence, volunteers try to keep contact with the parents while the organization checks time to time if the problem is resolved. The position as a volunteer also asks for a person with good interpersonal skills, patience, and a strong work ethic. I never had a formal job dealing with children, so I tried to draw on other aspects of my working experience that would fit the job description. My experience as a secretary in a physician's office and as a student volunteer in the local hospital has given me strong interpersonal skills. As a secretary, I gained experience with people; as a volunteer, I gained experience working with staff. I tried to incorporate the activities I did at each job to show that I am capable of being a volunteer to take care of the children, participate in the appointments with healthcare specialists, and keep contact with the children's family. Later in the cover letter, I reminded my reader of the job description and that my experiences and interests show I am qualified.

### Audience and Rhetorical Analysis

The combination resume seemed appropriate to me because I wanted to display my skills because the job description focuses on them as opposed to specific work experiences. So I split my skills into communication skills, such as interacting with physicians and patients, and technical skills, such as my computer and documenting skills. I also added that I am a moderate speaker in Spanish because the job is located in Texas and a number of people speak the language in that area. Grammatically, I tried to have my skills listed as active skills with verbs such as "aided" and "created"; however, I could not find anything appropriate to make my language skills into an active skill, so it is in noun form.

The audience for the cover letter and resume is Ms. Susan Molitor, the Residential Program Supervisor. I tried to appeal to her through my skills and later through the fact that I am interested in becoming a physician. Since this is a skill-oriented job and one that requires dedication and patience, I tried to convey that I am passionate about my work by saying how I am ready to carry out the job responsibilities. Through this route, I would be able to portray that I am a qualified candidate to take care of children with special needs in Casa de Esperanza.

### Both Job Positions

For both positions, I mentioned that I worked in a physician's office. I was general in this detail because I worked in my mother's office and I did not want to send any wrong messages and wanted to show that it was a valid job experience, not one that was just handed to me. For both cover letters, I did not include my address because it was taking up valuable space. Each resume has most of the same content, just with some changes and different arrangements. The position as Research Technician involves previous knowledge and experience, so the chronological resume and a formal tone was best; however, the position at Casa de Esperanza calls for skills gained over time, so the combination resume and an emotional yet formal tone seemed best.