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| Holly McQueary, PhD  |  | | --- | |  | | hmcqueary11@gmail.com | |  | | xxx-xxx-xxxx | | Boston, MA | |  | |  | | --- | | Hiring ManagerTitle / CompanyAddress Dear Hiring Manager,  I am writing to apply for the POSITION position at COMPANY, as advertised on WEBSITE. This August, I successfully completed my PhD in Genetics at the University of Georgia under the direction of Dr. Dave Hall. During my tenure in graduate school, I was the sole graduate student in the lab and as such, the job duties of lab manager fell to me.  Highlights of my qualifications as lab manager include:   * Trained and supervised undergraduate research assistants in basic laboratory SOPs, including preparation of media, cleaning of glassware, maintenance of samples, and timeline of experiments. * Maintained chemical inventory using Chematix and managed ordering of new lab supplies. * Designed novel laboratory protocols and improved upon current protocols. * Maintained records of laboratory experiments and computational analyses.   Your company will benefit from my expertise and experience as an enthusiastic team leader with strong organizational and mentorship skills. In addition, I have experience designing and carrying out long-term experiments and analyzing large genomic and transcriptomic datasets. My broad skillset makes me a valuable asset in an industry setting, where I can facilitate collaboration between individuals with different priorities and skills.  I am confident that as POSITION at COMPANY, I will exceed your expectations and prove to be a valuable contribution. Thank you for your time and consideration, and I welcome an opportunity to meet with you to discuss my candidacy for this position further.  Sincerely,  Holly McQueary, PhD | |