

Jane J. Doe
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April 27th, 20XX

Mr. You Who
Human Resources Department
Plant Biology Building
111 N. Main Avenue
Somewhere, MI 48888

Dear Mr. Who,

Through your friend Toby West at the Capital Area Career Center, I am aware of an entry-level Laboratory Aide position in the Plant Biology Department at Michigan State University. I am writing to express my interest in applying for this position.

Enclosed with this letter is a resume which I encourage you to review. I am a high school senior and I am currently enrolled in a two-year BioScience Careers program at the Career Center. As listed in my resume, I have several skills that qualify me for this position. In a laboratory setting I have a decent amount of experience, including: training in chemical handling/storage, and experience in maintaining an accurate laboratory notebook. I also have experience working with instruments such as autoclaves, HPLCs, FTIRs, and spectrophotometers. I believe these skills will allow me to be a successful aide in your department.

I would appreciate the opportunity to be interviewed for this position. Please feel free to call me after 2 PM at (517) 599-2043.

Sincerely,

Jane J. Doe

Enclosure