Dear Mitch Hayes,

My name is Sarah Arndt and I am acquiring about the lab assistant job in the Tumor Virology Lab. I am currently a second semester freshman on campus at UW-Madison. My plan is to major in Genetics after 4 years and possibly go on to more school after that. I am quite interested in this position because I would really like to become involved in research throughout my college career. Since I have not been in a lab outside of class coursework before, this job sounds like the perfect opportunity for me. I have taken Chemistry 103 and am now in Chemistry 104 and Zoology 151. I am a strong, independent worker and am always punctual and tidy. I hope that through my resume you will see me as a strong candidate for this position.

Thank you,

Sarah Arndt

Schedule: A picture is attached to the email, please reference that.

I do not start class until 11 am on Monday mornings, so I could fit in a few hours then before class.

Other two hour or more windows: Tuesday’s at about 11:15 until 2, Friday’s after 2:30

Summer: I will unfortunately not be around this summer, but would love to continue working during future semesters.