

Tina Gui

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Dear Dr. Kumar,

I am writing to apply for the Programmar position in the Department of Nuclear Engineering at Oak Ridge National Lab. I am completing my Ph.D. in ABC from the Department of DEF at the XYZ University.

... personal statement here

If you anticipate a position becoming available, I would greatly appreciate an opportunity to further discuss my research interests with you. I have enclosed my CV, research and teaching statement, and representative published papers.

Thank you in advance for your consideration of my application.

Sincerely,

Tina Gui

Title

Affiliation