Raphael Wolfisberg

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3012 Bern

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Dr. C. John

Redbiotec AG

Wagistrasse 23  
8952 Schlieren

Bern, 4. 09. 2015

**Job application for the advertised position as a scientist on 25. 08. 2015**

Dear Dr. C. John,

I was very interested to read your post of the open scientist position in your company advertised in careerjet on 25. August 2015. Your company attracted me as it is innovative, familial, although worldwide connected, and precisely fits my career plans.

I first became interested in virology during my master’s degree at the University of Bern which was aimed to optimize the cultivation system of parvovirus B19, a widespread human pathogen. I decided to accomplish my Ph.D. degree in the same laboratory of Prof. Dr. Christoph Kempf. During my postgraduate studies I dissected the late nuclear maturation steps of parvovirus minute virus of mice (MVM) preceding active egress of the virion progeny.

My Ph.D. involved a great deal of independent research, requiring initiative, organization, self-motivation and a wide range of skills. In the laboratory I was confronted with many standard molecular biological methods including PCR, cell culture, protein expression and purification, WB, IF, and immunological assays.

I am able to take on the responsibility of this position from November, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

R. Wolfisberg

Active verbs, never passive!!

***Please find enclosed my CV*** in application for the open position as a scientist advertised on 25. august 2015.

I am writing to apply for the post of the open position as a scientist which was advertised in your company on 25. august 2015.

Please find enclosed my CV in application for the post advertised in the Guardian on 30 November.

The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. For one course, [insert course], an understanding of the [insert sector] industry was essential. I found this subject very stimulating.

I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely

Dear Mr Brown,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [insert company name].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely

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| --- |
| **First Paragraph**   * **State the job you’re applying for.** * **Where you found out about it** (advert in The Guardian newspaper etc. - organisations like to know which of their advertising sources are being successful) * **When you're available to start** work (and end if it's a [placement](http://www.kent.ac.uk/careers/placements.htm)) |
|  |
| **Second Paragraph**   * **Why you're interested** in that type of work * **Why the company attracts you** (if it's a small company say you prefer to work for a small friendly organisation!) |
|  |
| **Third Paragraph**   * **Summarise your strengths** and how they might be an advantage to the organisation. * **Relate your** [**skills**](http://www.kent.ac.uk/careers/compet/skillquest.htm) **to the** [**competencies**](http://www.kent.ac.uk/careers/compet/skillquest.htm) **required in the job.** |
|  |
| **Last Paragraph**   * Mention any **dates that you won't be available for interview** * **Thank the employer** and say you look forward to hearing from them soon. |
|  |
| If you start with a name (e.g. "Dear Mr Bloggs") you should end with **"*Yours sincerely*"**. If you start with "Dear Sir or Madam" you should end with **"*Yours faithfully*"**. |