

Full-time Job Cover Letter Sample

Your Name
Your address
Your phone number
Your email address

Date

Name of the Organization
Address

Dear Hiring Manager,

I am applying for the Research Assistant position in Virology and Infectious Disease lab at Syracuse University. I am very interested in your group's focus on viral pathogenesis and vaccine development. I believe my knowledge and experience in research and clinical environments, along with my enthusiasm for virology research and infectious disease, would enable me to make a valuable contribution to your organization.

I recently graduated from Seton Hall University in May 20xx, with a Bachelor of Science in Biology. During my time at Seton Hall, I worked for almost two years as a Research Assistant in the microbiology and virology labs. In the virology lab, I researched the molluscum contagiosum virus and used various techniques including primer design, PCR and mini preps with plasmids. I am accustomed to preparing solutions and aliquoting reagents. I am also very good at quickly learning skills and I confident that I can apply what I have learned in my microbiology and immunology courses to your research lab.

As the President of The Biology Society at Seton Hall University, an educational group with 60 active members, I effectively worked independently and as the leader of the executive board to plan and execute various events for the club. In addition, as a national competitor with my university's public speaking team, I learned strong oral and written skills through frequent coaching, speech writing sessions and tournaments across the country. I am confident I can make a valuable contribution to your company utilizing my communication and listening skills as well as my research background and familiarity with virology.

I am excited about this potential opportunity and I look forward to speaking with you further about my qualifications for this position. If you have any questions, you may contact me via email at yourname@gmail.com or by phone at 000-000-0000. Thank you in advance for your consideration.

Sincerely,

Your Name

Internship Cover Letter Sample

Your Name
Your address
Your phone number
Your email address

Date

Name of the Organization
Address

Dear Hiring Manager,

While conducting research on the field of international development on LinkedIn, I came across your organization and decided to learn more by visiting your website. I am excited about the current projects you provide in Latin America in support of human rights. I noticed on the Seton Hall University internship database that an internship is available with your organization this upcoming summer. My extensive knowledge of international affairs, along with my Spanish language skills and enthusiasm for empowering international communities, would allow me to make a valuable contribution to your organization.

I will graduate from Seton Hall University in May 20xx with a Bachelor of Arts in Political Science and a minor in Spanish. I have consistently received positive feedback from my professors concerning the accuracy and efficiency of my research projects, and I have played leadership roles in many academic group projects.

I learned a great deal about Latino cultures and global issues associated with human rights and poverty, and I would like to put my knowledge to good use. I am interested in getting experience at an organization that aims to make a difference for disadvantaged individuals in developing countries. In the fall of 2012, I completed a study-abroad program in Argentina, where I practiced my Spanish skills and served as a volunteer for a community project to benefit orphans. I would like to continue to contribute my relevant skills to your organization as a student intern.

I look forward to speaking with you further about my qualifications for this internship. I have attached my resume for your review. If you have any questions, you may contact me via email at yourname@gmail.com or by phone at 000-000-0000. Thank you in advance for your consideration.

Sincerely,

Your Name

Part-time Job Cover Letter Sample

Your name
Your Address
Your Phone
Your Email

Date

Hiring Manager Name
Company
Address

Dear Hiring Manager,

I am writing to express my interest in the position as a PCSS Student Technician Administration Assistant with the Technology Service Desk. I saw an advertisement in The Setonian newspaper indicating that your office is seeking new employees and I am very interested to apply. I have experience working with customers, in addition to technical skills working with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote, movie editor, and know how to trouble shoot small problems, which I believe are all essential skills for this position.

I feel I am a good candidate for this position because I learn quickly and work very efficiently. To date, one of the largest responsibilities I have had was leading the prom committee at my high school. In this position, I delegated tasks to the other committee members and made sure everyone knew what they were doing and when deadlines were. I helped the teacher in charge of the committee organize the charts for seating arrangements and schedule the events for the night. I feel that this role as a leader will help me in this Technician Administration Assistant position because of my experience organizing and delegating. I also delegated tasks when I worked in a concession stand. On one particular occasion, our concession stand team worked with volunteers from the American Red Cross to help recruit blood donors while also distributing food for a fundraiser. During this time, I assisted coordinating different tasks to various individuals so as a team we could function effectively. Furthermore, I also have experience volunteering at my high school's registration to help check and file paper work into filing cabinets. That experience sets me up greatly for working in an office area where filing is mandatory. In all, I feel I would be a great addition to your Technician Administration team.

Thank you for taking time to consider me for this PCSS Student Technician Administration Assistant position. I have included my resume with more information about my experiences. If you have any questions please do not hesitate to contact me by phone (000-000-0000) or by email (firstname.lastname@student.shu.edu). I am very excited about this position and would appreciate the opportunity to speak with you about my about my qualifications.

Sincerely,

Your name