

John Smith
4501 N. Charles Street
Baltimore, MD 21210
Date

Jane Doe
Human Resources Specialist
XYZ Company
Address

Dear

RE: Research Assistant, Zoology

I am writing to be considered for the Research Assistant, Zoology position as advertised on your website. Currently, I am in the process of completing my Bachelor of Science degree in Zoology from Loyola University Maryland.

Through my studies and field experiences, I worked in various environments and possess in-depth knowledge in marsupials, rodents and bats. In addition, I am knowledgeable of the health and safety regulations and environmental legislation that you are seeking in a successful candidate. As my enclosed resume indicates, I have had experience in project planning, management, compliance and evaluation as is demonstrated in my current internship at ABC Environments. Through this internship, I have assisted in projects involving assessment, consensus building, field operations and logistics. This exposure improved my analytical and research skills including data compilation and analysis, technical report writing and in the preparation of presentations and proposals.

My interest in applying to the Research Assistant, Zoology position with XYZ Company, aside from your strong reputation in the industry, is also because of the value that is placed on developing your employees outside of the lab setting. I am excited that this opportunity involves the Research Assistant with interacting with key professionals while analyzing critical data to support current and future environmental legislation. I would be honored to be a part of your research team.

Thank you so much for your time and consideration of my application. I can be reached at xxx-xxx-xxxxx or jsmith@loyola.edu. Please let me know if you need further information to support my application. I look forward to hearing from you.

Sincerely,

John Smith