

Example Cover Letter #1

Role: Junior Laboratory Technician

To whom it may concern,

After reviewing the Junior Laboratory Technician role you have and learning about your organization, I am eager to pursue your opening! I have a Master's degree in Chemistry, was President of my Student Chemist Association, and am a member of our local American Chemical Society. I've also completed two 6-month internships focused on wet chemistry analysis, method validation, root cause analysis, and finished product analysis in a chemistry lab. I'm very proficient with FTIR, NIRS, UPLC, NIR, and GC/MS.

While I don't have experience with nuclear magnetic resonance, I would be happy to engage in additional training on the topic before starting. I'm excited about the prospect of learning and performing that task!

I am available for a phone interview with a one day notice and could do an in-person interview within two days.

I look forward to meeting you!

John Jones

Example Cover Letter #2

Role: Project Manager

To whom it may concern,

I was very excited to see the Senior Project Manager role you have available via Indeed! Your organization seems to align with my background and what I'm looking for, an established PMO utilizing Agile practices that focuses on continuous evolution. A summary of my relevant qualifications is below.

Relevant Experience

- 10+ years of project management
- 3+ years of Agile experience, including involvement in two Waterfall to Agile transformations
- Hands-on experience with all tools listed, including MS Project and Visio
- Managed diverse, cross-functional development teams of 10-14 individuals
- Involved in full SDLC of new application builds
- Managed budgets of \$10 to \$25 million
- Worked in two healthcare environments

While I don't currently have a PMP, I'm in the middle of PMP boot camp class, and I'm scheduled to take the exam in September.

You can see several recommendations of my work via my LinkedIn, at www.linkedin.com/theprojectmanager.

My schedule is flexible on Thursday and Friday afternoons, and I look forward to the opportunity to interview and learn more about this role!

Thank you for your consideration,

Jill Smith