

Name  
City, State Zip Code  
Phone Number  
Email Address

May 9, 2018

Employer Contact Info (if you have it)

Name  
Company  
Address  
City, State Zip Code

Dear (name of hiring manager/contact person),

**Intro: Say who you are and why you are interested in the position. Make sure to mention what position you are applying for and to match your interests with the job description:**

Example: As a recent Willamette graduate with a background in biology and marketing, I have experienced working in both a lab and an office environment. My passion for neurological research, strong commitment to increasing the public's awareness of scientific discoveries, and interest in the current research project at UW make me an ideal candidate to join the Neuroscience Department at the University of Washington

**Paragraph 1: Transferable Skill #1: The next two-three paragraphs are about highlighting the skills that you have which are applicable to the position you are applying for (compare your skills with what's mentioned in the job description). If two of your skills are related it is okay to merge them into one paragraph.** Example: In all of my experiences I have shown my ability to work with XY program and to work in a lab environment with attention to detail. I have experience managing highly sensitive particles and working efficiently with team members in a lab environment through my position as a lab assistant at the Polymer and Magnetic Dissonance lab at Willamette University. I have collaborated with professors and peers alike to advance our understanding of new polymers and marketed events to share this knowledge with students, faculty, and community members.

**Paragraph 2+3: Transferrable Skill #2 + Transferrable Skill #3**

**Conclusion: Thank them for their time and consideration and possibly re-state/articulate why you are the best candidate for this position.** Ex: I look forward to the opportunity to tell you more about how I can contribute my skills and experiences as a researcher and manager to the Lab Assistant Outreach Coordinator position at the University of Washington.

Sincerely,  
Your name

