



# COVER LETTER TIPS



## BENNETT BIOLOGY

Replicate heading from resume for consistency

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February 14, 2019

Dr. Susan Hume  
Wondfo USA San Diego Office  
6042 Cornerstone Ct, W.  
Unit E  
San Diego, CA 92121

Identify a specific person to address on your cover letter

The first paragraph provides an opening to discuss your interest in the organization and how you were referred

Dear Dr. Hume:

I am writing today to express my interest in the Research Assistant internship at Wondfo that I learned about through Professor Han at California State University San Marcos. I am sincerely interested in the opportunity to expand my knowledge base within the local biotechnology industry and learn from an organization that provides solutions to help manage chronic diseases.

I possess the necessary qualifications to succeed in this internship. I volunteered this past semester in Dr. Kennedy's lab, which focuses on how the immune system functions to protect and maintain epithelial barriers. In this role, I kept meticulous notes and communicated frequently with Dr. Kennedy about the progress of various experiments. As a Biology student with a concentration in Molecular & Cellular Biology, I've also taken upper-division coursework including Immunology and its lab, which afforded me the opportunity to gain experience in laboratory techniques including hemagglutination, ELISAs, immunoprecipitation and Western blot assays.

The middle paragraphs provide an opportunity to showcase your writing ability and further express your qualifications

In addition to my related biology coursework and experience, I am an active member of my campus community, most recently serving on the board of our student government, Associated Students, Inc. as the liaison to the College of Science and Math. In this position, I worked both independently and within a multidisciplinary team of other student representatives and leaders. I advocated for students in my college by outlining their concerns to college leadership and effectively managed a \$1500 budget allocated for student activities.

In sum, I believe I am a strong candidate for the Research Assistant internship due to a combination of relevant coursework and subject matter knowledge as well as experience working in a collaborative professional environment. I look forward to demonstrating my commitment to the Wondfo mission of constructing "first-class products while providing outstanding customer service." Thank you for your consideration.

Use the final paragraph to reiterate your interest. Let the employer know how you can be contacted but avoid overly aggressive statements about your plans to follow up

Sincerely,

Bennett Biology

### Cover Letter Tips:

- Replicate the header from your resume for consistency
- Address your cover letter to a person whenever possible (avoid "To Whom It May Concern")
- Keep your cover letter to one page
- Follow this general format:

1<sup>st</sup> paragraph: describe how you found the position and your particular interest in that organization (relating to the mission, values, or services provided; avoid stating how you hope to benefit)

2<sup>nd</sup> paragraph: in this longest section (one or two paragraphs), focus on addressing the job posting requirements and how you meet them, providing specific examples that are more in-depth than your resume

3<sup>rd</sup> paragraph: reiterate your interest in the position, offer your thanks for consideration, and remind the hiring manager of how you can be reached for follow up; avoid statements like "I will follow up with you to schedule an interview in x days" as most organizations discourage phone calls