

Letter of Inquiry Example

GOLDY GOPHER

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Alan Anderson, Ph.D.
Scientist
Biosciences Corp.
123 Science Court
Minneapolis, MN

November 1, 2019

Dear Dr. Alan Anderson:

While researching possible employers in the field of microbiology, I became aware of your company. I will be completing my Bachelor of Science degree in Microbiology in May and would like to inquire about the possibility of employment as a Research Technician at Biosciences Corp.

I am currently working as an undergraduate Research Assistant at the University of Minnesota Twin Cities campus in the Microbiology Department. The research I am assisting with focuses on the growth and characteristics of microscopic organism bacteria. My assistantship has affirmed my interest in bacterial research and provided me with the opportunity to hone my laboratory and analytical skills. In addition, I have taken several elective courses to further enhance my knowledge and abilities within the field of microbiological research. I believe my research experience combined with classroom knowledge has provided me with an excellent foundation for employment in your lab.

Also, I have participated in several activities and jobs that have strengthened my communication, leadership, and teamwork skills. For example, last fall, I was elected as chair of the publicity committee for the student chapter of the American Institute of Biological Sciences. In this position, I managed two other students, recruited speakers for monthly meetings, and coordinated advertising activities across the University of Minnesota-Twin Cities campus. These group activities reinforced my desire to work as part of a team.

I would like to thank you for your time and consideration of my qualifications. If you have any further questions, please do not hesitate to contact me.

Sincerely,

Goldy Gopher