

SCIENCE COVER LETTER

If you will be emailing the cover letter and resume, a shortened cover letter can be placed directly into the email without the employer's address or your address. The resume can then be attached if the company accepts attachment. If not, you will paste the resume into the email. Read the company's directions carefully! Here is an example:

Dear Mr. Watanabe:

In May 20XX, I will graduate from the San Francisco State University with a bachelor's degree in chemistry. I read your opening for a chemist online at *SFGate*, and I am very interested in the possibilities it offers. I am writing to explore the opportunity for employment with West Coast Chemicals.

The advertisement indicated that you are looking for someone capable of conducting basic laboratory research in a self-directed fashion. I believe my resume outlines a work and education history that you will find interesting and relevant. Beginning with a part-time job in a local laboratory while in high school, I gained some research experience after my senior year. My college major has included a variety of theoretical courses as well as a great deal of laboratory experience, including two internships. I am a hard worker, focused, and capable of producing high-quality and thorough work under time constraints.

As you will see by the attached resume, I have had considerable laboratory experience here at SFSU and I am thoroughly familiar with all the equipment you mention in your ad. In addition, I have good research skills, and my computer skills are excellent.

I would like to meet with you to discuss how my education and experience would be consistent with your needs. I will contact your office next week to discuss the possibility of an interview. In the meantime, if you have any questions or require additional information, please contact me at my home, (415) 555-1111.

Sincerely,

Mary Campbell

