

Sample Cover Letter - Science

Bruce Downes
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0412 899 542

22 August 2015

Mr Gordon Templeton
Senior Aquatic Ecologist
Strive Consulting Services
22 Hilltop Grove
Coburg, Vic. 3058

Dear Mr Templeton,

Re: Graduate Trainee Toxicologist (position number 2093)

Please accept my application for the position of Graduate Trainee Toxicologist, in response to the job advertisement listed on Monash University Careers and Employment website in July. I have attached a copy of my resume and academic transcript as directed.

In my final year of a Bachelor of Science (Chemistry and Zoology) I am ready to embark on my professional career and consulting appeals to me because I can apply technical skills while also interacting with a wide variety of people. I would like to work for Strive Consulting Services because it is involved in many different toxicology projects relating to the impacts of radiation on human and animal health. Furthermore, the extensive professional development opportunities offered to graduates is highly attractive, and the commitment to community education is also something to which I can strongly relate.

My course has helped me to gain relevant technical skills in effectively using a diverse range of methods to investigate the chemical nature of substances. Course field trips and my work experience as a Laboratory Worker at Science Services Group have also added to my abilities to collect and record data for processing and analysis. Furthermore, I have been enabled to develop my ability to perform diagnostic and scientific testing including cell cultures and DNA techniques. My scientific report writing skills include the ability to be methodical, accurate and comply with standards, and have continued to develop throughout my studies and work experience.

As a part time retail assistant at Bunnings, I deal with a wide range of people and handle challenging customer enquiries efficiently. This has raised my understanding of the importance of listening to customers in order to build good client relationships. Throughout my employment and also during my studies, I have worked in a team which has further enhanced my communication skills and assisted me to work well with others towards a common goal.

Thank you for reviewing my application. I believe that I have demonstrated the qualities and skills that you seek and would welcome the opportunity to discuss my suitability further at an interview. The best phone number to reach me on is 0412 899 542.

Yours faithfully,

Bruce Downes

Cover Letter Science Experiments Update

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Astronautics. Subcommittee on
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