**YOUR NAME**

City, State, Zip Code | Phone Number | Email AddressLinkedIn (if it’s done!)

[Same header as resume]

February 9, 2024 Date

Dr. Evelyn Morales Company Contact Name (Omit if you do not have)

Research Manager Company Contact Title (Omit if you do not have)

NovaTech Labs Company Name

123 Science Avenue Company Address

Newark, NJ 07102

Dear Dr. Morales, Proper Greeting (“Dear Hiring Manager,” if you don’t have a contact name)

As a dedicated undergraduate biology major with a passion for clinical research and a strong foundation in biological sciences, I am excited to apply for the Clinical Research Associate position at NovaTech Labs. With rigorous coursework in molecular biology, genetics, and biochemistry complemented by hands-on experience in laboratory settings and a proactive role in academic and extracurricular research activities, I am eager to contribute NovaTech Lab’s pursuit of advancing scientific knowledge and innovation in clinical research.

In addition to my required coursework as undergraduate biology major at New Jersey City University, I volunteered as a lab assistant at my university’s Clinical Genetics research facility where I had the privilege to work on research focused on the impact of genomics and pharmacogenomics on healthcare. Through this research experience, I had the opportunity to present to 300 of my peers as well as faculty from various institutions at the annual North Jersey Emerging Research Scholars Symposium.

I am also the Secretary for the Biology Club at New Jersey City University, which has provided me with leadership experience and the opportunity to deepen my understanding of scientific concepts through club events and meetings. During the Fall 2023 semester, the club organized a student research presentation day, where I oversaw event planning, including booking the venue, ordering catering, creating and sending invitations, and assembling the program. My experience as Secretary for the Biology Club has equipped me with teamwork, organizational, and time management skills which I believe would be beneficial in the Clinical Research Associate role.

The opportunity to apply for the Clinical Research Associate role excites me because the prestigious reputation of NovaTech Labs in the field of clinical genetics. The developments the company has made along with the dedication to improving the lives of people diagnosed with inherited conditions is truly incredible and perfectly reflects my own passion for this field of research.

You may reach me at 555-555-5555 or professionalemail@email.com. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Jane Smith



August 26, 2024