

SAMPLE COVER LETTER- HEALTHCARE/BIOLOGY

Andrea Anderson

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The Children's Mercy Hospital
Human Resources Department
2401 Gillham Road
Minneapolis, MN 55400

Dear Hiring Manager: **[Always try to get a specific name. If you cannot this is acceptable]**

In December 2008, I will receive a Bachelor of Science degree in Chemistry and Biology. My primary career objective is to use my knowledge of chemistry and biology as a scientist in the medical field, particularly as a Research Assistant in your Cancer Pharmacology Lab.

My education and experience match the qualifications you are seeking at Children's Mercy. In addition to a strong academic background, I have completed three years of pharmacology research at the University of Minnesota. Please also note my experience with cell culture techniques and coursework in Cell and Molecular Biology.

My strengths are in organizing and directing activities and I am eager to accept all responsibilities associated with a research position. My research and work experience have given me confidence in my career direction and in my abilities to perform competently.

Next Friday, I will contact you to verify reception of this letter and resume and to address questions you may have about my qualifications. I look forward to further contact with you. My resume is enclosed for your consideration.

Sincerely,

Signature
Andrea Anderson

Enclosure