

October 3, 20xx

Ed Edison, Human Resources  
Campbell Alliance  
1234 Kelly Lane  
Raleigh, NC 98765

Dear Mr. Edison and Colleagues:

I came across the Editor position on your Web site, and I am eager to submit my application. My extensive experience editing and writing about health care on tight deadlines, as well as my Ph.D. in English from Yale University, make me an excellent match for the job.

Most recently, I have worked as Editor in Chief of the Advisory Board Company's daily online health policy publications, which include *American Health Line* and the *Kaiser Daily Reports*. In that role, I directed editorial content for—and had the ultimate responsibility for the quality of—six reports with tight daily deadlines, and I led a twenty-person department, managing client and subscriber relations, marketing, personnel, and operations. Previously, I led the daily publication process of *American Health Line* as that report's Senior Editor.

My experience working toward and receiving an English Ph.D. gave me other skills that I would be thrilled to bring to Campbell Alliance: a deep understanding of the English language and the knowledge of how to teach that understanding to others.

I am planning to relocate to the Raleigh-Durham area and I would be happy to come down for an interview as soon as possible. I look forward to talking with you about how my work in health care journalism and my academic experiences have suited me very well for your Editor position.

Sincerely,

Jacob Litman

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## Maria Marine-Scientist

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June 3, 20xx

Ms. Sherry Zanuck  
Biotech Corporation  
Human Resources  
1234 Laboratory Rd.  
Carlsbad, California 92008

Dear Ms. Zanuck,

It is with great interest that I am contacting you in regards to the two Scientist level positions in Biotech Corporation's Research & Development Department. As I am aware of the amazing scientific contributions made by Biotech Corporation, such as your genome analysis software, as well as your reputation as a team-oriented organization, I am eager to contribute my experience and enthusiasm to your company.

The following are highlights of my qualifications:

- Technical proficiency in molecular biology, protein biochemistry and bioinformatics, including extensive and varied laboratory experience and a marine biology Ph.D. from UCSD;
- Excellent communication, mentoring and team-building capabilities, evidenced by my committed involvement with several youth science mentoring programs, my biology teaching award, and my founding of two community-oriented associations at Scripps Institute of Oceanography

These qualities, combined with my dedication to scientific discovery and tireless work ethic, should enable me to make a positive impact at Biotech Corporation.

Attached is a copy of my resume for your review. I would welcome a personal interview at your earliest convenience to discuss your R&D Department's needs and objectives, and how I could contribute to your team. Please feel free to contact me at home (858-555-1234), on my cellular phone (858-555-2468) or by email at [imscience@oooo.com](mailto:imscience@oooo.com).

I will follow up with you next week to discuss the status of my application for a Scientist position at Biotech Corporation. Thank you for your time and consideration.

Sincerely,

Maria Marine-Scientist

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13082 A St., San Diego, CA, 92100 λ (858) 555-1234 λ [imscience@oooo.com](mailto:imscience@oooo.com)