

Cesar Milstein
1984 Nobel Prize Winner Road
San Francisco, CA 94143

November 00, 0000

Dr. Georges Koehler
BiotechCompany
1 Immunology Way
Charlotte, NC 00000

Dear Dr. Koehler,

Thank you for giving me the opportunity to interview for the Senior Research Associate position available in your lab at BiotechComany. I enjoyed meeting you and learning more about this opening. Meeting with both Scientists and Senior Research Associates in your department helped me to further understand the common vision and responsibilities for this position, and allowed me to share my background, skills and research experience with each one of them.

I was particularly impressed with the strong team culture in your department, allowing for easy access to a considerable amount of scientific qualifications and technical resources, in order to address scientific questions in the most efficient and innovative way. In this regard, I would welcome the opportunity to be part of this culture and work in your lab.

I believe that my PhD in Immunology and my broad repertoire of techniques in Cellular Immunology, Molecular Biology and Biochemistry uniquely qualify me for this position. In addition, I have efficiently transitioned from graduate research in Cellular Immunology in Switzerland to postdoctoral research in Cell Signaling at Niels Kaj Jerne University, demonstrating a high ability to adapt to a new culture, research area and new techniques. Therefore, I would like to reiterate my confidence in my ability to become an efficient team member in your lab.

I look forward to hearing from you soon. In the meantime, please call me if I can provide more information or answer any additional questions,

Sincerely,

Cesar Millstein

Note: My most recent publication has been added to my resume as follows: Lastname, A., Millstein, C., Namelast, and O'lastname, Q. Title of Publication Here. *Manuscript in preparation.*

The Position Description

Responsibilities:

We are seeking an experienced and highly motivated Research Associate/Senior Research Associate to identify, characterize, and evaluate immune cell targets for autoimmune and inflammatory disorders in the Immunology department. The successful candidate will utilize a wide range of in vitro and in vivo approaches to characterize and understand the function of various molecular targets in immune cell function, especially as related to IgE regulation and asthma disease pathogenesis.

Requirements:

Applicants should have a BS/MS degree in immunology or molecular biology (candidates with advanced degrees are encouraged to apply) with 5+ years of research or training experience in immunology. The applicant should have a strong repertoire of techniques in both molecular biology and cellular immunology. Strong communication skills and the ability to work independently and are essential.