

UF | Career Resource Center
UNIVERSITY of FLORIDA

First Floor J. Wayne Reitz Union | www.crc.ufl.edu | 392-1601
Division of Student Affairs | Educating Leaders for a Global Community

1 Gator Avenue
Swampland, FL 32612
(352) 555-1000

November 20, 2004

Dr. Robert Thomas
Human Resources Director
Chemtech Corporation
750 Research Parkway
Suite 978
Research, CA 75847

Dear Dr. Thomas:

Please accept the attached résumé as application for the Research Assistant opportunity with Chemtech Company. I hope to combine my skills and experience in this position at Chemtech.

Last summer, I supported Dr. Davis Shraille with the experiments that resulted in his paper "Five Cents: An Exploration of the Chemical Properties of Nickel," published in the *Harvard Journal of Pocket Change*. As his research assistant, I conducted experiments, maintained the laboratory, performed detailed research assignments, and prepared oral and written reports on various facts related to Dr. Shraille's theses. I also developed a working knowledge of the D-base computer system while working for Dr. Shraille.

All aspects of science intrigue me, from cosmetics to the AIDS inoculation research, which I read that Chemtech has initiated. In addition to my professional responsibilities, I have conducted several experiments independently, including an effort to create a moisturizer formula that works comparably to the one developed by Chemtech in 1970.

My strongest qualities – attention to detail, experience, patience, and initiative – will enable me to become a successful Research Assistant. I can demonstrate my skills and apply my previous computer and laboratory experience through employment with Chemtech. I would like to discuss this opportunity further at your convenience. You may reach me at (352) 555-1000.

I look forward to speaking with you.

Sincerely,

<sign your name here>

Albert E. Gator

Enclosure

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650 Main Street
Citytown, FL 12345
(352) 555-2222

November 20, 2004

Mr. Andrew Taylor
Human Resources Manager
Citytown University
40013 Haverford Building
Citytown, FL 12345

Dear Mr. Taylor:

Please consider this letter as my application for the Administrative Assistant position at Citytown University. I recently learned that Citytown has adopted a local area network linking all campus terminals. Therefore, I believe my experience with computers combined with a degree in accounting makes me a strong candidate.

During my tenure as president of Beta Alpha Psi, a national accounting honor society, I coordinated the guest speaker lecture series, including two hiring partners from your institution's largest accounting firms and the controller from a Fortune 100 company. Interacting with people has always been one of my strongest attributes, and I would apply this skill as Administrative Assistant.

As a member of the Student Activities Budget Committee, I was responsible for reconciling the \$300,000 budget and dispersing funds to select organizations. This function, as well as my ability to interact well with others, matches closely with the job description you provided about the Administrative Assistant position.

As described above, I possess the necessary skills and personality to succeed as an Administrative Assistant at Citytown. I will contact you at the beginning of next week to answer any questions you might have about me or my professional background. I look forward to talking with you about this opportunity and how I can become a part of Citytown University.

Sincerely,

<sign your name here>

Julie B. Graduating

Enclosure

