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March 29, 2010

227 Edward R. Madigan Laboratory  
Attn: Dr. Kelley, Ph.D.  
1201 West Gregory Drive  
Urbana, IL 61801

Dear Dr. Kelley,

I am very excited to be in the hunt for new jobs in the sciences. I hope to become a lab assistant in your lab so I can be a part of the amazing new discoveries and innovations your lab is exploring. I have taken the most advanced science and math classes available at my high school, and I plan on getting a Masters Degree in Biology or Bioengineering when I go to college.

Since I do have experience in biology, I know the basic do's and do not's in a lab setting and how labs normally work. At school, many teachers admire my work ethic and focus when it comes to getting class-work done. Also, I have above average communication skills that help me succeed in any team situation. Participation in sports has also taught me the skills needed to work as a team in any situation.

Enclosed with this letter is my resume containing my previous accomplishments and activities. As you can see, I participate in a lot of activities while maintaining my 4.0 GPA. I participate in extracurriculars that range from music, to academic challenges, to community organizations. All of these activities have enhanced my learning and have forced me to manage my time and get important things done first. I believe this is law in any lab, no matter the situation. I plan to use the skills I have learned through these activities to help me become a better person and worker.

Please look at my attached resume and try to find a place for me in your lab. When convenient, you can contact me at my email at the top of the page or by the following phone number if you would like to interview me for the job. I am looking forward to making an impact on the world. I thank you for your time, and I thank you for the opportunity.

Sincerely,

Doran X. XXXXXXXX

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