

February 8, 2016

Your Name
370 Lancaster Avenue
Haverford, PA 19041
email@haverford.edu

Ms. Jane Smith
Sr. Employment Specialist
Rockefeller University
1230 York Avenue
New York, New York 10021

Dear Ms. Smith,

I am writing to express my interest in the position of Biomedical Research Assistant at Rockefeller University. I will graduate in May 2016 with a B.S. in Biology and a minor in Psychology from Haverford College.

I first heard about Rockefeller University from Shasha Chen, an alumna of Haverford who currently works at the University. I was delighted to learn about the supportive and collegial work environment at Rockefeller. I am convinced that the University would be an ideal place to not only conduct research, but also to further my scientific knowledge and skill set.

Over the past summer, I conducted independent research with Professor Iruka Okeke at Haverford. I took ownership of my project and made a novel discovery concerning the biofilm formation of enteroaggregative *E. coli*. I have honed my communication skills by presenting our labs findings at two symposiums. This year, I have continued our project by performing a pathogenesis assay in *C. elegans* that required tremendous organizational skills to track and analyze hundreds of animals.

Throughout my time at Haverford, I have taken on leadership roles including serving as a student representative on a search committee for a new biology professor. In addition to attending meetings and interviews with faculty, I was responsible for ascertaining student appraisal of the candidates (through both surveys and discussions) and presenting this information during our final deliberation.

Thank you for your consideration. I am enthusiastic about this opportunity to work at Rockefeller and look forward to hearing from you.

Sincerely,

Your Name