

March 16, XXXX

Ima Wolfe  
GeneCare Medical Genetics Center  
201 Sage Road, Suite 300  
Chapel Hill, NC 27514

Dear Ms. Wolfe:

I am forwarding my resume in response to your website posting for a Cytogenetic Karyotyper. I am currently a senior at North Carolina State University, graduating in May 2006 with a Bachelors Degree in Biological Sciences and Genetics minor. Comparison of my qualifications with your requirements, as specified in this posting, suggests I would be an excellent candidate for this position.

Examples of how my qualifications match your requirements are highlighted in the following table and the attached resume demonstrates how my background could strengthen your objectives.

Your Requirements	Qualification Highlights
<ul style="list-style-type: none"><li>• Biology or science related degree</li></ul>	<ul style="list-style-type: none"><li>➤ B.S. Biological Sciences, Genetics minor.</li></ul>
<ul style="list-style-type: none"><li>• Computer software &amp; imaging system</li></ul>	<ul style="list-style-type: none"><li>➤ Summer internship as a systems analyst using technical skills to create programs and troubleshoot problems</li></ul>
<ul style="list-style-type: none"><li>• Laboratory skills/techniques</li></ul>	<ul style="list-style-type: none"><li>➤ Completed twelve science-based classes &amp; labs</li><li>➤ Experienced using aseptic techniques, manipulation of recombinant DNA, PCR/electrophoresis, and southern blot</li></ul>
<ul style="list-style-type: none"><li>• Personal commitment</li></ul>	<ul style="list-style-type: none"><li>➤ Possess strong work ethic demonstrated through my ability to perform well at job while earning an additional degree</li><li>➤ Acting in a leadership role, TAing for Genetics in Human Affairs; communicated with students; dedicated to helping them succeed</li></ul>
<ul style="list-style-type: none"><li>• Fast turnaround time</li></ul>	<ul style="list-style-type: none"><li>➤ Graduated with a major and two minors in four years.</li><li>➤ Multitask capabilities demonstrated by working thirty hours a week, carrying a full academic load and maintaining a 3.0 GPA.</li></ul>

I was excited to learn that Genecare focuses on the human aspect of the care they provide. These values are in line with own views and make me an excellent fit for your organization. I received commendation from my previous employer for the extra care I took to meet the needs of our clients. I saw you featured recently in the Triangle Business Journal as one of the companies to watch next year in the Triangle. Being part of this innovative team is a goal I seek to achieve. I will contact you the week of March 15<sup>th</sup> to further discuss my interest in the position.

Sincerely,

Wolfpack Fan

Belltower Pullen  
123 Main Street  
Raleigh, NC 28524  
July 28<sup>th</sup> 2010

Sarah Beth Smith

Clinical Research Coordinator

Dear Ms. Smith,

I am forwarding you my resume in response to the opening for the position of Research Technician in Dr. Andrew Martin's lab. I'm a recent graduate of NC State University where I graduated with a Bachelor's of Science degree in Zoology. As I have been accepted into Pikeville College School of Osteopathic Medicine for the Fall of 2011 this position would be an excellent fit for me. Based on the qualifications specified in the job listing, I believe I would be an excellent candidate for the Research Technician role.

During my time in undergrad I had the opportunity to be involved with the College of Agriculture and Life Science (CALs) Ambassador Program as a Peer Counselor. As a Peer Counselor, I was able to interact with a wide variety of students and parents informing them of the CALs career services offered. Organizing, promoting, and conducting "Kick Start" career development workshops for undergraduate students was another part of my role. Because of this I am well versed in talking to a variety of people and being comfortable in doing so while communicating information needed for decision making processes. Another huge part of the Ambassador team was being a team player and being flexible if one team needed help with a visitation day or a representative from Career Services to talk to potential students and their parents.

My ability to communicate effectively was also brought into my undergraduate research project underneath Dr. Bruce Novak in the Organic Chemistry Department. While working with Dr. Novak, I had the unique opportunity to learn how to effectively manage my own research project as well as any deadlines associated with my research. I have excellent communication skills and ability to function independently within a team framework. Combined these experiences will make me an excellent addition to your team and university staff.

In preparation for medical school I participated in a variety of health settings through shadowing physicians and volunteering in health clinics. I also was co chair of the CALs Ambassador Relay for Life team at NC State and led my team to be one of the top fund raising teams at the university. I know that these experiences will be beneficial to the research efforts Dr. Martin is conducting.

I am really excited about the opportunity to work with Dr. Martin and to get firsthand experience interacting with patients. Thank you for your time and consideration of my application for this position. I will follow up with you by August 3<sup>rd</sup> if I have not heard from you by then.

Sincerely,

Belltower Pullen