

Like an Essay: Cover Letter Exercise 1

INDIVIDUAL EXERCISE

Instructions:

1. Underline the thesis.
 2. Circle transitional words and phrases.
 3. Place a square around words that you think the writer directly borrowed from the job description.
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February 3, 2020

Garnette Bilbo
HR Director
Moonsun Labs
220 Science St.
Pembroke, NC 20050

Dear Ms. Bilbo:

I am writing in response to the job posting from Jobs.com stating your need for a Lab. Tech. for one of your Pembroke facilities. I will be returning to Robeson county after graduation in May and believe that I have the necessary credentials for this position.

In the last four years, I have worked at various levels in the pharmaceutical industry. As indicated on my enclosed résumé, I worked as a Lab. Tech. for BioLab while I was going to school and during each summer break. During the past two summers, I also served as a team leader at the BioLab headquarters, where I batched several different medicines and worked on logarithms to ensure the quality of manufactured medicines.

In addition to this practical experience, I will complete requirements for my BS in biomedicine in May. As you may know, UNCP has a long history in this field, often having students work on peer-reviewed journal articles. While I am more interested in working in the laboratory setting than researching, the experiments I have been a part of certainly provide an important understanding of the processes we use to batch medicines. I have a stronger understanding of best practices given my program's focus on practical knowledge and research. I am confident that my degree, along with my years of biopharmaceutical experience, makes me an excellent candidate for your job.

The projects at Moonsun Labs are familiar to me, especially the work it is doing on H5N1 and various fowl pox strains. Given these projects and more, my aspiration is to work for a company that has your excellent reputation and your dedication to the health-care needs of local communities and beyond. Please let me know if I can provide any additional materials.

Thank you for your time and consideration.

Sincerely,



Jesse Mason
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