

Jane Smith

56 Kennedy Drive • South Burlington VT, 01234
Cell (primary): 802-XXX-XXXX • Home: 802-XXX-XXXX • contact@proqualityresume.com

To Whom It May Concern:

I am interested in applying my experience, education and skills as a Research Associate in your group. From my attached resume, I believe you will find that I have the necessary qualifications for such a position. Some highlights of my relevant personal qualities are:

Hardworking & Determined, as exemplified through the fact that I have proven my commitment to research by earning my experience through voluntary positions.

Fast Learner & Applier, as established through my picking up of animal perfusing and immunohistochemistry knowledge and skills within one week and successfully applying what I learned immediately for my current voluntary research position. Another example of this quality is, while working at the M.I.N.D. Institute, I was shown how to use the MRI scanner twice and thereafter was asked to assist the other research assistant with after-hour scans; having demonstrated high retention of knowledge and ability to perform.

Superb Computer & Administrative Skills, as demonstrated through my position at Google, my use of Analyze 6.1 software to trace brain structures, my position as Accounts Executive for the University of California at Davis Cash Office, and my position as Event Coordinator for the Associated Students of The University of California at Davis.

You can refer to my attached resume for more information on my background and qualifications. I look forward to further discussing how I can be an asset to your group through the research associate position.

Sincerely,

Jane Smith