**Lisa Wright**

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**Today’s date**

Ms. Jessica Roberts

Company name

Address, City, State, zip

Dear Roger Reed,

Re: Job Post – Jessica Roberts

I am interested in using my knowledge of chemical reactions, laboratory procedures, and statistics in the service of your institute.

My former professor, Dr. Whitecoat, informed me that your institute is in need of a lab technician and advised me to send you my attached resume.

As it states, I have been working in a prestigious medical science center for the past decade, wherein I meticulously assisted my colleagues with exciting research projects, many of which are now improving society and increasing life expectancy.

I am detail oriented, work well as part of a team, and learned many efficient methods of maximizing available resources.

My current lab responsibilities include:

* assisting in the conducting of experiments
* Researching new methods.
* Analyzing results.
* Entering data accurately in the lab database.
* Maintaining all lab equipment in top condition, sterilize equipment, and ensure that the lab is well ventilated and free of any hazards.
* Maintaining the lab’s inventory, ordering new supplies when necessary, and keeping the lab well organized for optimum efficiency.

I am familiar with tissue staining techniques, safe handling of biological waste products, and methods to prevent cross contamination.

Please contact me at 666-444-2222 or [Email Address] so we can set up an interview to discuss the position further.

Thank you.

Lisa Wright