Stephanie Collins

Address, City, ST ZIP Code | Telephone | Email  
  
**Today’s date**

Ms. Rachel Taylor

Kettering Laboratories

Address, City, State, zip

**Re: Research Assistant Position**

Dear Ms. Taylor,

Dr. Meg Wood mentioned that there’s an opening for a research assistant in Kettering Laboratories.

The Dr. told me that you’re looking for a conscientious and hard worker who’s had experience in cancer research and isn’t squeamish about dealing with animal subjects and experiments. I am a skilled and meticulous research assistant and would like to use my experience at your hospital complex.

My resume is attached.

I am currently employed in a university medical center where students and faculty members collaborate on anti-cancer experimental drugs.   
My responsibilities include:

* Maintaining the inventory of all chemical solutions and ordering more before supplies dwindle.
* Assisting in administrating the drugs to laboratory animals.
* Recording all changes in the physical state of the subjects
* Helping to analyze data.

I mentor the students and demonstrate proper laboratory procedures, answer their questions, and suggest innovations to the faculty members.

Please contact me at 212-336-3366 or [Email Address] to arrange for an interview so I can discuss with you this position and my qualifications.

Thank you.

Sincerely,

**Stephanie Collins**