

Sample Cover Letters

Cover Letter III

School Address:
105 MIT Avenue
Cambridge, MA 02139

BIOLOGY STUDENT

bio@mit.edu
(XXX) XXX-XXXX

Address:
47 A Street
Suburb, MA 0XXXX

January 21, 20XX

Merck Future Talent Program Coordinator
Merck Corporate Headquarters
1 Merck Drive
P.O. Box 100
Whitehouse Station, NJ 08889-0100

Dear Merck Future Talent Program Coordinator,

I am a junior at MIT pursuing a Bachelor of Science degree in biology and a minor in chemistry. I am writing to express interest in the Merck Future Talent Program for interns in biology. I am well-qualified to conduct research and I am interested in exploring the pharmaceutical industry to expose myself to possible future careers. I heard about Merck at a campus recruiting event and was extremely impressed with Merck's approach to global healthcare. As a biology major at MIT, I have great background knowledge of biology and chemistry in addition to extensive research experience. I am eager to expand and broaden my knowledge of research, biology, and pharmaceutical development through participating in Merck's internship program. Based on my research and educational experience, and possibly more importantly because of my interest and enthusiasm, I believe I am a strong candidate for an internship at Merck.

After over a year and a half of working at the Vander Heiden Laboratory at the Koch Institute for Integrative Cancer Research, I've gained skills in research, teamwork, and problem solving all while learning how to take initiative. As a part of my lab, I collaborate closely with graduate students, technicians, and Professor Vander Heiden to discuss project directions and goals. By writing research proposals and presenting a project in a lab meeting I have learned to effectively communicate at a scientific level. Also, I am experienced in a variety of laboratory techniques. One particularly challenging project I worked on independently was expressing pyruvate-phosphate dikinase (PPDK), an uncommon and non-commercially available enzyme found in corn, from corn cDNA. To clone PPDK, I designed over 30 cloning and sequencing primers for a variety of published PPDK sequences and cyclophilin as a positive control. This project was challenging due to the fact that the corn cDNA did not contain most of the published PPDK sequences. By applying different cloning techniques, I was able to successfully clone and express PPDK.

I am passionate about research, have an extensive knowledge of biology, and have excellent communication, teamwork, and organizational skills. Most importantly, I am extremely excited about Merck and the pharmaceutical industry. Please contact me at (XXX) XXX-XXXX or bio@mit.edu. Thank you for your consideration and I look forward to hearing from you.

Sincerely,
Biology Student