**Include Your Resume Heading**

Copy your resume heading (name, contact information)

Same format and style as your resume

October 11, 20XX

Dan Howman

Pace Analytical Services, Inc.

14870 Granada Avenue

Minneapolis, MN 55454

Dear Mr. Howman:

I was excited to see your advertisement for the Chemist position on Augsburg University’s job board. I have been looking for a position that would allow me to use my gifts in research to work within a pharmaceutical environment, where the focus is on developing relationships with partners in the healthcare field. Pace’s mission fits extremely well with my values and passion to protect the environment and make the world a healthier place for everyone.

I recently graduated from Augsburg University with a bachelor of arts in Chemistry and Computational Economics. During my junior year, I did an internship at the University of Minnesota’s Chemistry department. Within that position, I worked effectively on a team to develop useful methodologies for the synthesis of natural products as potential pharmaceuticals. I really enjoyed the opportunity to be involved in the development, testing, and research of new pharmaceuticals.

That same summer, my chemistry program hosted an amazing study abroad to Kyoto University, Kyoto, Japan. They have one of the best chemistry departments and laboratories. Through the study abroad, I leaned and improved my interpersonal and intercultural communication skills by collaborating with professional Japanese Chemists. I believe these skills will benefit me from working and communicating effectively with chemists from all over the world. Furthermore, we had the opportunity to collaborate with local chemistry students and professionals to create and improve processes and products, such as cosmetics, electronics, and drugs.

My work, education, and leadership experiences have allowed me to grow both personally and professionally. I am passionate about working within the field of pharmaceutical research and know that I can make an important contribution to Pace Analytical Services, Inc. Enclosed is my resume for further review. Thank you in advance for your consideration, and I look forward to meeting with you soon.

Sincerely,

Jake R. Sample

Jake R. Sample