

NOTE: areas highlighted represent what the candidate chose to highlight on the corresponding résumé and cover letter. Also, only apply for a position if you meet the minimum qualifications.

Research Assistant I Boston Children's Hospital - Boston, MA

At Boston Children's Hospital, success is measured in patients treated, parents comforted and teams taught. It's in discoveries made, processes perfected, and technology advanced. In major medical breakthroughs and small acts of kindness. And in colleagues who have your back and patients who have your heart. As the teaching hospital of Harvard Medical School, our reach is global and our impact is profound. Join our acclaimed Division of Pulmonary Lab Research and discover how your talents can change lives.

This Research Assistant I will be responsible for:

- According to prescribed protocols and assigned schedules, performing a variety of routine laboratory tests and procedures, utilizing standard laboratory equipment, recording and checking results for completeness and accuracy. Troubleshooting procedures for effects of heat, humidity, and contamination if test results are unexpected or quality of specimens is poor. Suggesting alternative routine procedures to crosscheck own findings.
- Performing the following techniques typically required for the laboratory/study: Maintaining records of results and methodologies in a log of work performed. Maintaining equipment, lab area and supplies in a neat professional manner. Sterilizing and cleaning glassware, disposing of specimens, media and other materials using appropriate procedures. Inventorying supplies and alerting supervisor to needed supplies or mixing standard reagents.
- Attending courses in safety procedures for handling, storage and disposal of biohazardous, flammable, corrosive and toxic materials. Carrying out all laboratory activities in compliance with applicable regulations and protocols.
- Conducting literature searches and reviews, compiling information for journals and suggesting uses for new techniques to the P.I. Attending courses, lectures and conferences to further own knowledge of research and laboratory techniques, consulting with other researchers and technicians to exchange information.
- Providing positive and effective customer service that supports departmental and hospital operations.
- Contributing to the teamwork within and between departments and organizations.

To qualify, you must have:

- The knowledge of theories, principles, and concepts acquired through completion of a Bachelor's degree in Biology or Chemistry or a closely related field, and some lab experience.
- The analytical skills to resolve problems that require the use of basic scientific, mathematical, or technical principles.
- The ability to exchange information on factual matters, schedule appointments, greet visitors, explain hospital policies, and/or relay messages to appropriate personnel. This type of interaction requires courtesy and tact when dealing with patients, visitors and/or hospital employees. More sensitive situations may be referred to others as appropriate.

The major goal of the Park Laboratory is to understand how components of the extracellular matrix (ECM) modulate the pathogenesis of infectious and non-infectious inflammatory diseases, with a

particular focus on the role of proteoglycans and elastin in these processes. Historically known for its structural roles, the ECM is now known to regulate many cellular and physiological events.

FIRSTNAME LASTNAME

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January 1, 20**

FirstName LastName
Director of Human Resources
Boston Children’s Hospital
300 Longwood Avenue
Boston, MA 02115

Dear FirstName LastName:

It is with enthusiasm that I apply for the Research Assistant I position focused on the relationship between components of the extracellular matrix and disease in the Park Lab at Boston Children’s Hospital. I believe in Boston Children Hospital’s mission to conduct research that will save lives by discovering new effective treatments and am committed to dedicating my professional career to supporting this effort. Furthermore, previous research conducted by Dr. Park and colleagues on syndecan shedding was a remarkable advancement, which has motivated me to become involved in their future research efforts to contribute to further research on this topic. My previous laboratory and leadership experiences allowed me to develop the skills necessary to be an asset to the Park Lab as a Research Assistant.

In my research assistant position with the Department of Chemistry at the University of Connecticut, I became skilled in numerous laboratory techniques necessary for storing, handling, and preparing samples in the Analytical Chemistry lab. I enjoyed learning these new skills and took the initiative to request that graduate students teach me the methods applied in their research in order to be as skilled and knowledgeable as possible when working in the laboratory. In combination with my ability to utilize standard laboratory equipment according to specified protocols, this motivation to master new skills would make me an asset in the Park Lab when tasked with learning to use novel equipment or procedures. It was stimulating to collaborate with the Analytical Chemistry lab research team, sharing insights, theories, and findings. Furthermore, I was able to contribute to a publication through this experience, which required extensive literature review as well as clear and precise scientific writing, which would serve me well as a member of the Park Lab.

My strong communication and leadership skills with a variety of audiences are demonstrated through my work as philanthropy chairperson for Kappa Alpha Theta. In this position, I planned events to fund an organization that provides advocates for children in foster care. Regular communication with donors, volunteers, vendors, and members of the sorority, ensured that the events were successful. As a camp counselor, I gained an appreciation for working with children and learned how best to develop a rapport with each individual. It was a powerful experience to support their developing interest for science and was one that initiated my interest in supporting causes to benefit children. These experiences have prepared me to work effectively with patients, visitors, and other personnel in the Research Assistant I role and to have inspired me to work for an organization that is dedicated to supporting children and families.

I am eager to learn more about the projects being undertaken at the Park Lab and how I might contribute to future studies. My research and communication skills make me a strong candidate for this position, and I hope to have the opportunity to discuss how I can contribute to Boston Children’s Hospital as Research Assistant I in a future conversation with you. Please reach out to me at the contact details above if you require any further information.

Sincerely,

FirstName LastName

FirstName LastName

NOTES

In your salutation, it is acceptable to use the first and last name of the addressee if you do not know the proper prefix (Mr./Mrs./ Ms./Dr.). If you do know the prefix, you can use that instead. If you do not know to whom the cover letter should be addressed, you may use “Hiring Manager” or “Hiring Committee.”

Be sure to reference the title listed on the job posting in your letter.

This line demonstrates that the applicant is aware of the company’s values and/or mission and has done research on the company.

In the closing line of your introductory paragraph, give the reader a preview of what you will be talking about in your body paragraphs.

This line showcases laboratory skills that are relevant to the position.

By saying this, the student is showcasing their willingness to learn new skills if hired.

Here, teamwork skills are being highlighted.

Using these experiences plays double duty for a position that requires communication with patients as well as demonstrating an understanding of the organization’s commitment to service.

In the closing, summarize and reiterate your main points while also expressing your desire

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OBJECTIVE

Seeking a research position at Boston Children's Hospital utilizing knowledge of data analysis and laboratory techniques.

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Chemistry, May 20XX

GPA: #.##/4.00

Awards/Scholarships: Dr. Glen Irani Chemist Scholarship; STEM Scholar

Related Coursework: Biochemistry, Intermediate Inorganic Chemistry, Instrumental Analysis I, Organic Chemistry, Technical Communications

RESEARCH EXPERIENCE

Department of Chemistry, UConn, Storrs, CT

Research Assistant, May 20XX-August 20XX

Analytical Chemistry Laboratory, Dr. Jing Zhao

- Synthesize nanomaterials with varying parameters, such as temperature, time, and precursors
- Prepare Transmission Electron Microscopy (TEM) and X-Ray Diffraction (XRD) samples to better apprehend the structural characterization
- Analyze Ultraviolet (UV) absorption and Photoluminescence (PL) excitation data using Origin to characterize the optical properties

Undergraduate Research Apprenticeship Program (URAP), UConn, Storrs, CT

Student Researcher, September 20XX-May 20XX

- Selected as one of four, first-year students to receive a stipend to support Chemistry department research

PUBLICATIONS

Chen, S., Thota, S., **Last Name, First Initial.**, & Zhao, J., (2015). Generalized seeded growth of Ag-based metal chalcogenide nanorods via controlled chalcogenization of the seeds. *Journal of Materials Chemistry C*, 3, 11842-11849.

RELEVANT SKILLS

Laboratory: Centrifugation: Preparation of TEM, XRD, UV, and PL samples; HPLC

Computer: SAS; Origin; Microsoft Excel, Word, and PowerPoint

LEADERSHIP & VOLUNTEER EXPERIENCE

Kappa Alpha Theta, UConn, Storrs, CT

Philanthropy Chairperson, January 20XX-September 20XX

- Organized two philanthropy events during the course of the year for sorority's philanthropy: Court Appointed Special Advocates, an organization that advocates for children in foster care
- Raised \$4,800 through a campus-wide softball tournament, including more than 500 participants

Stepping Stones Museum for Children, Norwalk, CT

Day Camp Counselor, May 20XX-August 20XX

NOTES

In the Objective, this student takes the opportunity to showcase skills that are applicable to this position, based on the job description. These are detailed further in the cover letter.

Highlighting laboratory and computer skills is particularly important for this applicant, as these were mentioned in the job posting.

The applicant utilizes these positions to demonstrate their interpersonal skills, which are important in this position for working with patients and their

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- Led activities for ten 8-year-olds related to themes such as Super Science Sleuths and Backyard Wildlife, which cultivated an interest in science and appreciation for nature