



Job-Application Letter

The purpose of the job-application letter, also known as the *cover letter*, is to secure an interview. A successful letter captures attention, details key qualifications, and results in an invitation to discuss your qualifications in person. The following sample includes commentary in the left margin.

Letter writer's address (name and email optional)

824 Harmon Avenue
Benton, AR 72015

Date letter is written.

February 13, 2014

Name of reader, title, organization, address

Ms. Haley Blackwell, Director of Personnel
Pollo Moderno Laboratories
103 Industrial Drive
El Paso, TX 79905

Salutation

Ms. Blackwell:

Paragraph one mentions where writer found listing, why writer is qualified.

I am writing in response to your laboratory technician listing on Monster.com. I believe that my academic training at the University of Alabama in poultry science and my experience at the Thompson Broiler Laboratory would qualify me for the position.

Paragraph two highlights educational credentials and draws attention to skills mentioned in job listing.

My education at the University of Alabama has provided me with a strong foundation in microbiology and genetics. I have concentrated on breeding and development of disease-resistant broilers. As part of my Honors thesis project, I am assisting Dr. Gina Pemberton's research on genetic manipulation of broilers to develop resistance to *E. coli*. I am responsible for isolating *E. coli* from breeders, testing antimicrobial sensitivity, and conducting statistical analysis.

Paragraph three highlights experience, details skills and accomplishments relevant to job listing.

While working at Thompson, I applied my lab experience and joined a team of researchers studying genetic variation in domestic chickens. In one project, I applied my background in genotyping to extract genomic DNA from whole blood samples using a commercially available kit. I performed the polymerase chain reaction (PCR) to amplify DNA fragments of specific chromosomal locations and prepared the purified PCR products for sequence analysis.

Conclusion requests a meeting, provides contact info, and mentions enclosed résumé.

The enclosed résumé highlights my education and work experience. I would like to meet with you at your convenience to discuss my qualifications for this position. Please email or call me any time at the contact information provided below.

Skip four spaces after close and sign letter.

Sincerely,

Type name, contact info.

Anita Molinaro
870.656.4976
amolin@gmail.com

Enclosure refers to résumé.

Enclosure (1)