

1781 Weber Road
Warminster, PA 18974

January 17, 2012

Ms. Hannah Gail
Fox Run Medical Center
399 N. Abbey Road
Warminster, PA 18974

Dear Ms. Gail:

Last April I contacted your office regarding the possibility of an internship as a laboratory assistant at your center. Your assistant, Mary McGuire, told me then that you might consider such a position this year. With the experience I have gained since last year, I believe I would be a valuable addition to your center in many ways.

At Harmon College, I have earned a 3.7 GPA in 36 credits in chemistry and biology; all but two of these courses had laboratory components. One skill stressed at Harmon is the ability to communicate effectively, both in writing and orally. Our science courses have extensive writing and speaking requirements; my portfolio includes seven research papers and lab reports of more than 20 pages each, and I have delivered four oral presentations, one of 45 minutes, to classes.

At GlaxoSmithKline, where I currently work part-time, I analyze molecular data on an E&S PS300, a Macintosh, and an IBM PC. I have tried to remain current with the latest advances; my manager at GlaxoSmithKline has allowed me to attend two different two-day in-house seminars on computerized data analysis using SAS. My experience as the manager of a 12-person office for four years helped me acquire interpersonal skills that would benefit Fox Run.

More information about my education and experience is included on the enclosed résumé, but I would appreciate the opportunity to meet with you at your convenience to discuss my application. If you would like any additional information about me or Harmon's internship program, please call me at (215) 555-3999 or e-mail me at linderap423@aol.com.

Very truly yours,
Alice P. Linder

Alice P. Linder

Enclosure

Figure 15.10
Job-Application Letter

The writer gracefully suggests that she would be an even better candidate this year than last year.

The writer is making two points: she is experienced in the lab, and she is an experienced communicator.

By mentioning her portfolio, she is suggesting that she would be happy to show the reader her documents. This statement is an example of understated self-confidence.

PREPARING FOR A JOB INTERVIEW

If your job-application letter is successful, you will be invited to a job interview, where both you and the organization can start to see whether you would be a good fit there.