

EFFECTIVE COVER LETTER - BIOLOGY

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Professor Shannon McCauley
Department of Biology
3359 Mississauga Rd.
Mississauga, ON
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Dear Professor McCauley,

As a third year Biology and Environmental Management student, I am happy to apply for the Research Opportunity Program, project number BIO399Y5 LEC0202, as advertised on ROPAPP. I am particularly interested in your research in the effect of temperature on insect prey as I am hoping to pursue graduate school in this area. I have taken BIO360 and BIO361 along with other relevant courses, I possess the theoretical foundation required to make me a successful research assistant. In addition, my strong research abilities, well-developed writing skills, and outstanding communication skills would help me make a valuable contribution to your research.

I have successfully learned various research techniques in courses like Animal Physiology and Experimental Design in Environmental Science. Moreover, I was involved in research plan development, application of various data collection techniques, and survey data analysis as part of various academic projects, which have given me the background knowledge required for this research study.

In addition to my research skills, I have demonstrated the ability to write and communicate effectively. I have presented research findings in written reports, which have received grades A or higher. Also, I have enhanced student academic experience by promoting the Library events and services in person and online. My strong communication skills have been commended by my Tim Hortons supervisor, who recognized my ability to effectively communicate messages and deliver excellent customer service.

I feel my skills are a great match, and I would welcome the opportunity to meet with you to determine what contributions I can make to your research study. I have attached my resume to provide more information on my strengths and achievements. Thank you for your consideration.

Sincerely,

John Smith

John has effectively tailored his cover letter to the job posting by recognizing the employer's specific needs and by linking his skills and qualifications in a professional and well-organized manner. While the letter may be on the longer side, it flows nicely due to its good structure and suitable transitions.

John demonstrates his understanding of the employer's needs by listing his most relevant knowledge first, followed by his additional relevant skills.

John restates his interest in the study and his ability to perform well.

John keeps the employer's attention in the body paragraphs by elaborating on each of the skills he initially listed.

John supports his skills with specific work achievements. He then links this skills set to the employer's needs.