

Vijay Patel – Well Prepared Cover Letter

VIJAY PATEL
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Dr. Xiang Yan
Ontario Breast Cancer Community Research Initiative
Sunnybrook Health Sciences Centre
2075 Bayview Avenue
Toronto, ON M4N 3M5

Although the posting did not include a contact name, Vijay researched the Project Manager's name in order to direct his application to his attention. The manager will note this as a sign of Vijay's interest, initiative and professionalism.

Re: Research Analyst I

Dear Dr. Yan:

As a Bachelor of Science graduate from the University of Toronto, I am eager to contribute my research experience, ability to work effectively with patients, physicians and researchers, as well as my proven project management skills to the OBC Community Research Initiative as a Research Analyst I. Please accept the attached resume as my application for this position as posted at the University of Toronto.

Vijay elects to keep his introductory paragraph short and to the point, highlighting three of his most relevant skills immediately to catch the reader's interest

My proficiency in conducting literature searches, analyzing information, and communicating results is demonstrated through my research experiences at the University of Toronto where I independently coordinated research activities and used software applications such as PubMed, MEDLINE, and PsycINFO to collect, analyze and summarize data. I also have experience accurately maintaining patient databases and believe that my administrative and data management skills will allow me to make an immediate contribution.

Vijay identifies skills from both paid and unpaid research experiences. Highlighting similarities such as past experience working with a research team or using software identified in the posting is an effective way to parallel your previous experiences with your ability to perform the position that you are applying for.

In completing my Bachelor of Science in Biology and Psychology, I received training in research methods, including qualitative research principles. This knowledge coupled with my experience interacting with patients in a busy clinic allows me to feel confident that I will effectively connect with your research participants with empathy and professionalism. I am equally confident that the organizational abilities demonstrated while working 10+ hours per week and studying full-time will make me an energetic, self-directed addition to your team.

Although Vijay begins his letter focusing on his technical ability to perform the duties of the position, he closes by providing insight into the personal attributes that will enable him to fit well into the work culture. When discussing personal qualities, provide concrete examples of situations where those qualities were shown to provide credibility to what otherwise sounds like abstract concepts.

As someone who strongly believes in cancer research and has participated in "Taking Steps Against Breast Cancer" over the past three years, I would be proud to contribute my research experience, dedication and enthusiasm to the Ontario Breast Cancer Community Research Initiative. I would appreciate the opportunity to discuss my qualifications further and can be reached at (905) 838-6894 or vijay.patel@mail.utoronto.ca. I look forward to meeting you in an interview.

Thank you,

Vijay Patel