

Vijay Patel – Poorly Prepared Cover Letter

VIJAY PATEL
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Sunnybrook Health Sciences Centre:
Ontario Breast Cancer Community Research Initiative

To whom it may concern:

Try to find the contact name instead of using "To whom it may concern"; next best, use "Re: Research Analyst I"

I am forwarding my resume for the position of Research Analyst I, as posted on your website. Having graduated with a Bachelor of Science from the University of Toronto Mississauga, I am confident that I have the knowledge and skill set that you seek.

Vijay needs a dynamic and catchy opening with more depth in order to show HOW he is qualified in meeting the employer's needs. This is too general. Vijay should focus on a key research position he held and give the details of that position.

I have held several research positions through which I have developed my analytical, organizational and communication skills. I am competent in using databases, such as PubMed and MEDLINE to do literature searches.

Vijay should include an explanation of how he used databases in the past, e.g. he can refer to a work/academic project where he used the databases extensively.

My position as a Research Assistant in the summer of 2016 enabled me to further my understanding of research protocol while strengthening the development of my lab skills. I believe that this next position in research will allow me to continue my interests in health care.

Vijay should highlight the contributions that he can make as opposed to the gains for himself.

I think highly of the initiatives taken by Sunnybrook and Women's College in your outreach with the community to research issues related to cancer and the experiences of women. I would welcome the opportunity to meet with your team and look forward to hearing from you. I can be reached at (905) 838-6894.

Sincerely,

Vijay Patel

Vijay makes the effort to say something about his interest in the organization at the beginning of his closing paragraph, which is good but his sentence is a bit vague. To make a stronger, positive impression, Vijay could elaborate on one or more of the following: "Why is he interested in work-ing in this area of research or in this position? Are there values/missions of Sunnybrook that parallel his own values/experiences? Why does he think highly of the initiatives taken by Sunnybrook?"