

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- research scientist cover letter

Respected sir/ma'am,

It is with great enthusiasm that I [mention the name of the sender] am writing this letter as a response to your advertisement on [mention the name of the company's website] for the job of [mention the name of the job position] in [mention the name of the hiring company]. I believe that my skills and responsibilities will perfectly align with your company's requirements.

First and foremost, let me give you a brief summary of myself, I have completed my masters degree in [mention the name of a course related to this job] from [mention the name of a University]. After completing my master's degree, I have started working with [mention the name of a company] as a [mention the name of a job related to this job] for the past [mention the duration].

Working in the same field, I can assure you that I have been able to gain proper knowledge and experience in the same field. In my previous job at [mention the name of the company mentioned above], I was in charge of planning and conducting

experiments, recording as well as analyzing data, carrying out fieldwork like collecting samples, presenting results to the higher authorities etc.

I hope that by now you can also see that I have all the skills and responsibilities along with the proper educational background within me to be a [mention the name of the job position]. I hope that you will go through my curriculum vitae which I have attached with my cover letter. Thank you so much for your time. I really appreciate you accepting my cover letter as a legitimate job application.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]