

SAMPLE COVER LETTER (Industry)

Mina Behrens

[Address optional

801-235-1235]

mina.behrens@gmail.com

November 27, 2021

Mr. Henry Johnson *[If no name found, Hiring Manager + position name]*
Director, Polymers Research Group *[if not found, skip]*
Polymera, Inc.
2233 Sycamore Blvd.
Boulder, CO 80303

Dear Mr. Johnson: *[or Dear Polymers Research Director, or Dear Hiring Manager, Scientist II]*

Request to Interview for Senior Scientist II Position

I am currently completing a postdoc in xxxxxx xxxxx, and my PhD is in Xxxxxxx with an emphasis on polymers research. What particularly interests me about your position is that Polymera leads in the particular field of bio-polymer research and development, an area to which I can contribute my expertise and specialized skills.

My qualifications meet your requirements, as indicated in the following points:

- **3 years' managing scientific research:** Reorganized our lab in ways that optimized workflows as well as vendor relationships and tracking of supplies and materials.
- **5+ years' polymers research experience (5+ years):** Developed model for analyzing structure-property relationships in polymers. Characterized hydrophilic and hydrophobic polymers. Conducted degradation studies of bio-polymers.
- **Led and trained two interdisciplinary research teams**, collaborating with organizations such as NIST to improve product yield and performance. Managed communication among all participating teams, leading to successful completion of projects within on time and within budget.
- **Led 3 projects reducing and analyzing massive sets of research data**, identifying key information and implications. Demonstrated advanced data science and design of experiment skills. Modified research plans, and adapted quickly to new research environments.
- **Modeling, simulation, and analytical skills:** MATLAB, Visual Basic, Origin, sputtering techniques.

My extensive leadership and research experience in polymers research and specialization in bio-polymers makes me a good fit for this R&D position, and I look forward to discussing the position further with you.

Respectfully submitted,

Mina Behrens

[Notes to writer:

- *Your cover letter can be longer, but should still be one page. This format makes it easy to read at a glance.*
- *Start the bullets with answers to their requirements—relevant accomplishments/examples—rather than categories. (Bullets 1 and 3 here start with answers/accomplishments, bullets 2 and 4 start with categories.)]*

COVER LETTER TEMPLATE

My Name
Phone & Email

[Date]

[Hiring Manager, Position] *(If you know their name, use that instead)*

[Company Name]

[Company Address]

Dear *[Mr./Ms./Dr. + last name]* (or: Dear [Position] Hiring Manager):

Request to Interview for the _____ Position

As a _____ specializing in/with x years in _____,

I am particularly interested in this position at [company name] because _____

_____ *[choose a specific & relevant reason].*

*The wording in this template just gives you thinking cues.
Use **your own words** to make the letter yours.*

My qualifications closely match your requirements:

- **Summary Response to key posting requirement: + Relevant Support** *(brief examples of accomplishments/expertise/experience/skills that support your response)*

You are making your case: Show your strengths/experience that meet their major requirements and preferred

- **Summary Response to key posting requirement: + Relevant Support**

- **Summary Response to key posting requirement/preferred qualification: + Relevant Support e**

You can group some of the requirements in one bullet, e.g., all the interpersonal skills: communication, collaboration, leadership.

I look forward to _____ . You can reach me at _____.

Sincerely,