[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is in regards to my interest in applying for the position of Laboratory Analyst at [XXX Pharma]. With over 4 years of experience in performing complex tests, analysing, interpreting data, and generating reports, I believe I am the ideal candidate for this role.

[XXX Pharma] has been in the forefront in developing new vaccines and medicines in treating life-threatening diseases. Your company houses one of the most proficient R&D team who put their skills in developing new formulae. It would be a great learning experience for me to be a part of your company.

During the course of my 4-year long career, I have become adept in collecting and interpreting data in compliance with operating procedures of the laboratory. I also have a strong knowledge of safety protocols to be followed in laboratory. At my current workplace, I am tasked with the following duties:

* Collect samples and analyse data based on operating procedures.
* Label the samples and store them for future reference.
* Generate reports using specialized software and compile the reports.
* Establish safety protocols and make sure everybody adheres to them.
* Providing instructions on the safe usage of equipment.
* Calibrating and troubleshooting equipment as and when needed.
* Monitor inventory and report to the supervisor well in advance before the items run of stock.

As a seasoned Laboratory Analyst, I have equipped myself with the necessary skills to excel at this role.  With my technical expertise and the relevant skillset, I can prove to be an invaluable asset to your organization.

Thank you for your time and patience.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Laboratory Analyst**