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| **robert smith**  **Laboratory Assistant** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[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],

Upon learning about the Laboratory Assistant posting with \*\*\*, I was eager to contact you with my interest. On reviewing the job description, I was pleased to see how well my ten years of experience in performing a range of lab support functions align with your company’s needs and position requirements. While going through your company’s website I discovered that your core mission and culture suit my potential and I could make a significant contribution to your facility in this role.

My background includes handling all aspects of laboratory functions from preparing and testing specimens to maintaining lab equipment and tools and keeping detailed records. I excel in providing vital support to lab specialists and research scholars, and I’m skillful in ensuring work prioritization and completion to meet deadlines and expectations.

The following are some of my professional qualifications and key achievements –

* Knowledge of making chemical analysis and testing
* The ability to take necessary precautions and adhere to safety protocols as per the laboratory regulations, and rules
* The ability to calculate and handle large amounts of data with utmost accuracy
* Knowledge of required word processing, and image editing programs – Word, Excel, and Photoshop
* Proficiency and capabilities in maintaining various lab equipment such as balances, cell washers, and centrifuges
* Earning a bachelor’s degree in Chemistry from the University of \*\*\*
* Solid work ethic and commitment to personal responsibility all through my educational and professional tenure

My theoretical knowledge and my expertise in performing various lab operations coupled with my ability to multitask will allow me to surpass your expectations that you are expecting from this job role. If you think I am best suited to this position over other candidates, could we meet for an interview next week? In the interim, you can call me () or email me ().

I look forward to meeting you soon. Thank you for your consideration.

Sincerely,

[Your Name]