

Saffron Sciences

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March 10, 20XX

Victoria Henry
Fenway Health
1340 Boylston Street
Boston, MA 02215

Dear Ms. Henry:

After exploring your website, I was attracted by the service Fenway Health offers. It would be an exciting and fulfilling job opportunity to work at a highly noted community-based HIV program. For these reasons, I would like to apply for the Research Assistant position at Fenway Health.

As a Biomedical Science major at St. Cloud State University (SCSU), my studies consisted of a broad range of biology and chemistry coursework that enhanced my medical knowledge and adequately prepared me to work in both laboratory and field work. I have been a laboratory teaching assistant, working in a laboratory independently preparing solutions and evaluating various protocols. I have also participated in Applied Structure Genomic, a research program, working with high-tech laboratory equipment to carry out DNA replication using Polymerase Chain Reaction on extremophiles bacteria and implementing many other protocols. In both experiences, I have gained the ability to accurately follow directions and implement different experiments while also interpreting and reporting the results.

Additionally, I have developed excellent leadership and time management skills through performance in being the president of the Organization for the Prevention of AIDS in Africa (OPAA). My involvement in OPAA gave me a chance to work with a team and perform in a cooperative environment as well as demonstrate great communication and organizational skills while presenting and educating others about HIV/AIDS transmission and prevention, both at SCSU campus and the surrounding St. Cloud communities. In addition, I have volunteered both at the St. Cloud Hospital and as an HIV/AIDS Educator for the American Red Cross. These opportunities gave me the chance to work with a culturally diverse group of individuals from all age groups.

I am confident that I will stand up to the challenge to excel at Fenway Health and deliver uncompromising quality to the organization and the people served by it. I would welcome the opportunity for an interview and explore the possibility of merging my skills, drive and self-motivation with Fenway Health. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

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