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Centre for Biological Diversity
World Health Center
413 St. Jacques Street, Suite 630
Ottawa, Ontario
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DATE

Dear Recruiter,

Upon learning of the objectives set by the Centre for Biological diversity, I came to respect and admire their dedication to protecting the diversity of life on this planet. In order to ensure such protection succeeds, the Centre requires that its employees possess academic training in the field of Biology, as well as strong communication and interpersonal skills. I possess the aforementioned skills and requirements, am excited by the Centre's objectives, and would like to be considered for the position of Junior Research Consultant.

I recently graduated from Concordia University with a Bachelor of Arts degree in Biology. I am particularly interested in the field of International Health. My student years as well as experience as a Research Assistant have allowed me to develop and demonstrate problem solving and analytical skills. Also, during my final year of undergraduate studies, I held the position of President of the Science College. This position required excellent interpersonal skills; most notably, my responsibilities included the soliciting of renowned Professors and Scientists as guest speakers for academic conferences and social events. Furthermore, I am very comfortable and confident within a laboratory setting, having conducted many Biology-, Chemistry-, and Physics-related experiments and written corresponding reports.

I am relocating to Ottawa in early June and would welcome the opportunity to discuss my background and accomplishments with you in further detail. Should you wish to contact me, I can be reached at (514) 678 - 9876 or beekerj@sympatico.ca. I look forward to hearing from you in the near future.

Sincerely,

John Bee

