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Ms. Sara Richards
Director, Human Resources
Lorne Municipal Services
Lorne, New Brunswick
E4G 1H1

DATE

Dear Ms. Richards,

The prospect of helping to better a community environment through scientific developments has always appealed to me. Therefore, I would very much like to be considered for the position of summer research / laboratory intern— of which I became aware of through Concordia University's Career and Placement Services— at Lorne Municipal Services.

I am currently completing my final year of studies at Concordia University and in the spring of 2013 will graduate with a Bachelor of Science degree in Biochemistry. My academic background includes course and laboratory work in Organic Chemistry, Microbiology, Communities and Ecosystems, and Biology of Pollutants. I have also completed two courses in Biochemistry. Presently, I am studying Molecular Biology while acquiring important skills in the Biochemistry Laboratory.

Through past work experiences, I have learned the importance of being an effective team member. I am a cooperative, detail-oriented person. My high academic performance is evidence of a high level of personal motivation. Furthermore, I am excited about the opportunity to apply concepts studied in the university classroom and laboratory. It is now time to take the next step in my life and begin giving back to the community via contributions to practical, and timely, scientific research.

Enclosed is a copy of my resume. I will contact you after May 8th to discuss the status of my application. I look forward to meeting with you in person in order to elaborate on my qualifications and to discuss the internship opportunity with Lorne Municipal Services in more detail.

Thank you for your consideration.

Sincerely,

Mary Jane Doe

Enclosure (1)