From  
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August 24, 2011

To  
Lewis Johnson  
Hiring Manager  
Eagle Group Company Pvt. Ltd  
Street 393, 2039 Fayetteville Road  
Durham, North Carolina   
United States

Dear Mr. Johnson,

I learned about your job opening for the position of research technician from Mid Day Times dated August 10. I am experienced and have extensive knowledge in this field for the past five years. My enclosed resume will give you detailed information on the projects I handled and work that I have done in the past five years.

I have worked as a research technician in City Lab Center for five years. My responsibilities involved recording and monitoring the latest findings. I have worked in industrial laboratories and have been involved with a lot of research work. I have a bachelor's degree in Chemistry. I have completed my two years of specialized training as a research technician. My key duties in my previous work place were to clean and maintain the lab. In addition to this, I made sure that everything in the lab was well equipped and sanitized. I am skilled to use the computer to keep records and other computerized equipment. I am confident that you will find my skills useful for your organization.

I would be glad if we can meet and discuss in detail in the interview. You can always call me at (916)-302-2039 or e-mail me at sarahjackson@coverletter.com. I am free on any weekday morning. I am anxious to be a part of your research team.

Thank you so much for your patience and time.

Sincerely,  
Sarah Jackson

Attachments: Resume and Work Experience Certificates