

Resumagic.com: Cover Letter in Response to a Classified Ad

John Doe

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Beamline Scientist -- Job No. X5673B

May 2, 2001

Mr. Frank Wilson, Director
XYZ Research Facility
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

Please consider my qualifications, as summarized below and on the enclosed CV for the position of Beamline Scientist which is currently available at the [name of facility], Advanced Photon Source facility. I believe that the research and development experience I have gained over the past sixteen years studying high-tech materials and the 10 months of cumulative experience and training received as a Beamline Scientist at the Acme National Lab, Advanced Light Source at the University of Anystate would be of enormous benefit to this organization.

As a Beamline Scientist at Acme, I work as co-investigator on high technology materials, such as a project with a major microchip maker, was involved in research in nano-structures and electronic properties of thin films, and accomplished the following:

- Designed and installed a computer controlled auto calibration system, which significantly saved time and automatically recalibrated the beam of energy to eliminate angular errors.
- Redesigned and installed the photon beam input current monitoring grid assembly for EXANES study, which eliminated the grid vibration resulting in a significant ratio improvement in the final spectrum.
- Wrote [name of program] program and built servomotor assembly, which allowed the user to automatically align the sample at pre-programmed positions, insertion, analysis, sputtering, and film deposition; and allowed dynamic control of the sample for high precision angle resolved spectroscopy.

My qualifications also include:

- A Ph.D. in Physics and sixteen years experience as a Research Scientist in an academic environment
- Substantial experience in sophisticated research techniques and technologies involving surface analysis, stress analysis, material testing, failure analysis, mechanical testing, surface technology, deposition systems, semiconductors, thin films, vacuum and surface science instrumentation
- Expertise in lab and field research, data collection/analysis and project management
- Extensive experience working with cross-functional scientific and research teams

I have enjoyed a reputation for being a hard-working, industrious individual. My motivation is to utilize completely my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you. Thank you.

Sincerely,

JOHN DOE

John Doe

encl.