

Laboratory Science Technology

Sample Cover Letter for Seeking Co-op

72 Camelot Drive
Rochester, NY 14623
September 30, 2005

Ms. Mary Powers, Employment Manager
Lockley Laboratories
900 Burns Road
Washington, DC 20007

Dear Ms. Powers:

I am a student at the Rochester Institute of Technology, enrolled through the National Technical Institute for the Deaf. My major is Laboratory Science Technology and I expect to receive an associate degree in November of 20XX. As required by my program, I am looking for a ten-week cooperative work experience in an analytical testing laboratory (or a research laboratory, or a chemistry laboratory) during June-August 20XX.

I am seeking a position that will provide me with an opportunity to develop my skills and contribute in your laboratory. I have basic technical knowledge and theory in the areas of instrumentation, volumetric/gravimetric analysis, and biological/microbiological analysis. Laboratory maintenance and safety practices are discussed regularly in my classes. Also, I have had instruction in data collection, interpretation and reporting, which I have applied in my laboratory assignments. I am dependable and learn new processes quickly. My resume is enclosed to give you more details.

I would like to make an appointment to meet with you and discuss my qualifications. I will be home in December 26-January 5, 20XX, and would be available to meet with you during that time.

If you would like further information, or wish to set up an interview, please contact me at the above address, or through e-mail at zzz1234@rit.edu.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your name