

Michael Jordan

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26th JUN 2017

Mr. Adam
Hiring Manager
Biologist Position
ABC Biological Laboratory
London

Dear Mr. Adam

I am responding to the advertisement in the dayjob.com for the position of a biologist. I believe that my credentials are capable enough to meet your specified job requirements and I could bring a new perspective to this department with some of the research I've already conducted and the results I've accomplished.

With a bachelor's degree in Biology from ABC University and extensive knowledge of the technical equipment and specific techniques used in this profession, I have what it takes to be a great asset to any organization.

I believe in teamwork and combining skills with other professionals to accomplish goals and to complete projects but I have the ability to work independently with little supervision. Other skills relevant to a position in this department include strong analytical, problem solving and decision making skills.

I attach my CV detailing the experience that I have obtained in my career as Biologist. I am certain you will find me to be an outstanding candidate for the position and look forward to meeting with you to further discuss my qualifications.

Thank you for your time and consideration.

Sincerely,

Michael Jordan