

Sample Cover Letter

First and Last Name
Street
City, State, Zip

Date

Ms. Jane Smith
Nano Inc.
123 Kelly Street
Minneapolis, MN 12345

Dear Ms. Smith,

(Use the specific company's name here)' mission to create innovative, eco-friendly products is a vision I share, and I am excited to see the Nanoscience Technician position posted on your website. I am confident that my education and training in the nanoscience field and personal commitment to improving the environment make me an ideal candidate for this position. As you may notice on my resume, my skills and experiences include:

- AAS degree in Nanoscience Technology from Dakota County Technical College
- Experience with various equipment including the Denton Desk IV Turbo Sputter Coater
- Research of Prosthetic Implants with Nanotechnology Applications
- Self-motivated and ability to work independently or with a team
- Strong organizational and leadership skills

Enclosed is my resume for your review and consideration. I look forward to meeting with you to discuss this position in greater detail. I will plan to call you on (provide exact date you will call) to determine when an interview might be possible. Thank you for your consideration.

Sincerely,

Signature

Name