

# John Doe

[Address] [City, Province, Postal Code] [778-435-2521] [email]

**June 28<sup>th</sup> 2016**

Hiring Manager  
Human Resources  
SGS Canada  
3260 Production Way  
Burnaby, BC, V5A 4W4

**Dear Hiring Manager:**

I would like to express my interest in applying for a position as an R&D Intern at Daiya Foods Inc. In reading my resume, I believe you will find that both my laboratory and culinary experience make me an excellent candidate for employment with your company. I have utmost passion for food and the processes behind what it takes to put it on the table.

I am seeking a position that will allow me to utilize my previous educational and laboratory training, while building my career with a reputable organization. I have worked in upper level inorganic, organic, and analytical chemistry labs for the latter years of my university degree. During that time, I was able to work hands-on with various compounds and reagents, including many nanomaterials and chemicals through the nanoscience program I attended. Through the interdisciplinary program I was able to gain experience with a wide range of instrumentation, including pH meters and other instruments which may be used in this position.

I have a very strong work ethic and have always been able to succeed in both team-based and independent environments. I take pride in my organization which I extend to my well-maintained laboratory notebooks and exceptional data entry skills.

I greatly appreciate your consideration for employment and look forward to further discussing my qualifications in person. I may be reached at the phone number or email provided above. Please let me know if you have any further questions.

**Sincerely,**

John Doe