

Curt Johnson

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April 11, 2020

Test-a-Rific Laboratories
88888 NE Circle Blvd.
Corvallis, OR 97330

Dear Ms. Leslie Knope:

I am writing to apply for the Laboratory Assistant position with Test-a-Rific Laboratories at the Corvallis, OR, location. My background in chemistry, biology, and natural sciences provides me with an excellent foundation of knowledge that I am excited to bring to your environmental testing laboratory.

First, I recently obtained my bachelor's degree in environmental science with a minor in chemistry. Through coursework and projects, I developed scientific skills such as UV and atomic absorption spectroscopy, gas and liquid chromatography, fluorometry, titration, and potentiometric calculations. For example, I completed a self-paced laboratory course which allowed me to work independently and become familiar with various types of analytical equipment. To be successful in this course, I needed to determine the value of the unknown for each of 10 experiments within one percent of the accepted value. Based on this experience, I am confident I can follow scientific procedures and learn to use the equipment in your lab quickly.

In addition to my scientific background, I am someone who prides himself on completing tasks efficiently and bringing a strong work ethic into everything I do. For instance, as part of a recent restoration planning project for my major, I had multiple objectives with firm deadlines to meet, such as site visits to the Bald Hill Natural Area, project timelines, and budget breakdowns. I collaborated with three team mates to ensure we always met our goals and communicated effectively about the tasks needing completion. Ultimately, we provided a thorough assessment and recommendation report to the county to inform future decision making.

This position represents a great opportunity to utilize my background while gaining invaluable experience within a working laboratory. I hope to hear from you soon about the possibility of an interview. Thank you for your time and consideration.

Sincerely,

Curt Johnson

February 9, 2018

Karen Swinton
Human Resources Manager
Northwest Consulting
544 Main Street
Santa Cruz, CA 97000

Dear Ms. Swinton:

I am applying for the position of business coordinator at Northwest Consulting on the recommendation of Sebastian Powers. I am an energetic and dynamic person, capable of thinking creatively, who also possesses experience in business and finance. I am eager to develop a long-term career in management consulting and am interested in discussing with you how my skills could be valuable to your organization.

My immersion in the world of business and finance began as an intern at Hemisphere Financial Advisors. Even as a college junior, I regularly cold-called CEOs and the owners of successful Portland corporations to persuade them to meet with me. I attribute my success to an ability to think creatively, understand complex information, and communicate crisply. I effectively explained to customers the value my firm could provide in tax, legal, insurance, and investment realms. I helped clients understand large ideas in simple terms, motivated them to action, and then cooperated with a team of global associates to implement leads.

My wide-ranging college career has provided me with a combination of skills and experience that are well-suited to the challenges of consulting. My senior ecology thesis involved extensive research, and required me to convey my ideas concisely in an oral presentation and a comprehensive treatise. Several leadership positions in a variety of activities throughout my years at Oregon State required me to organize my time and resources efficiently and to assist others in doing the same.

My distinctive background has well equipped me with tools that will make me valuable to Mermaid Consulting. Thank you for your time and consideration. I'm available to answer any questions you may have and look forward to hearing from you soon.

Sincerely,

Ariel McKay
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