

January 1, 0000  
HealthScience Consulting, Inc.  
Address  
Address

Dear Sir/Madam:

I am writing to express my interest in a position with Health Science Consulting, Inc. My success as a postdoctoral scholar at UCSF is the result of my skills and qualifications as a proven problem-solver and communicator who is interested in identifying interesting questions and collaborating with others to find tangible solutions. I believe that the position posted with HealthScience Consulting is another opportunity to use these skills, and I am excited to have the opportunity to express my interest.

I believe that management consultancy is an excellent match for me, and the following offers a few highlights of my skills and qualifications:

- **Problem solver:**  
As a research scientist, on a day to day basis I engage in problem identification and solving, using rigorous scientific methodology to analyze data, draw conclusions and communicate results. My areas of research include immunology, molecular biology and genetics. These skills have been developed over the course of my 10-year scientific career and have led me to publish research papers in top ranked journals, including Cell and Nature Cell Biology. These skills will provide the essential basis of my management consultancy career.
- **Flexibility and people skills:**  
The range of professional environments I have worked in, including research institutions, prisons and fast food chain restaurants – as well as a scuba instructor – has made me adept and comfortable interacting with anyone at any level in an organization. What I find most engaging is to “meet people where they are at”; that is, to understand each individual’s perspective and their stake, access their abilities and goals, and develop strategies to meet our common goal.
- **Communicator/Leader:**  
I find am most dynamic and motivated as a communicator when I have the ability to present my scientific results and ideas, am able to hear those of other interested collaborators, and am proud of the work we have produced. In addition to my verbal presentation skills, I have proven myself an effective writer, as evidenced by both my published papers and by the fellowships that I have been awarded. Lastly, I have supervised fellow workers in both scientific and non-scientific settings.

At the information night, one representative summed up his experience as, “challenging questions, bright colleagues, busy schedule, rewarding work”. This is the type of experience I seek, and would welcome the opportunity to interview with your organization. I can be reached at work at (415)111-2222 or at home at (415) 222-1111.

Thank you for your time.

Sincerely,

Eleanor Roosevelt

**QUALIFICATIONS AND SUMMARY**

- Biological sciences Postdoctoral Scholar with a proven track record of project management, publication in respected journals, and problem-solving
- Flexible and adaptable with outstanding people skills, able to work with anyone at any level in an organization and in any setting, from research institutions to prisons
- Excellent communicator in both written and oral media, awarded international fellowships for written grant proposals and presented results at international conferences

**EDUCATION**

- **Ph.D. Genetics, *Univerisity of Tokyo***, Tokyo, Japan 0000-0000
- **BA (Hons) Chemistry, *Waseda University***, Tokyo, Japan 0000-0000

**RESEARCH/PROJECT MANAGEMENT EXPERIENCE**

- **Postdoctoral Fellow, *University of California***, San Francisco, CA, USA 0000-0000  
Project: Name of Project Here
  - Excellent skill set of problem identification, data collection, data analysis and problem-solving demonstrated through successful ongoing research projects
  - Initiated collaborative research at UCSF to investigate new technical and conceptual approaches in overlapping fields of research
- **Postdoctoral Fellow, *Rikkyo University***, Tokyo, Japan 0000-0000  
Project: Name of Project Here
  - Managed a mix of four solo and team projects in a three-year period. Brought all of the projects to fruition by their publication in the highest ranking journals (see Selected Publications below)
  - Supervised and mentored two masters students during their laboratory research

**TEAM BASED/SUPERVISORY EXPERIENCE**

- **PADI Divemaster (professional scuba diver), *Diver Divas***, San Diego, USA 0000-0000
  - Teamwork with other scuba professionals to train fifty novice divers in scuba skills
  - Fully trained in CPR and Emergency Management Provision through group role-playing scenarios
- **Board of Visitors (prison watchdog), *Worthington Scrubs***, Tokyo, Japan 0000-0000
  - Volunteer team work in an extremely challenging environment, supervising the state of prison premises and administration, safeguarding rights and wellbeing of prisoners
- **Tokyo Nightline (student listening service)**, University of Tokyo, Japan 0000-0000
  - Nighttime volunteer work providing listening, support and information for students
  - Male coordinator for one year, managing the running and administration of the organization and providing emotional support for over one hundred volunteers
- **Training Squad, *McDonalds Restaurants***, Tokyo, Japan 0000-0000
  - Managed teams of workers in food production and food sales
  - Trained and mentored new hires in store procedure and career development

**COMMUNICATION EXPERIENCE**

- **Excellent written skills**
  - Wrote two international, competitive long-term scientific fellowships (ABCD and EFGH) that were awarded over \$200,000 combined, equivalent to five years of salary support
  - Wrote and published five research papers in international, peer-reviewed journals.
- **Excellent communicator**
  - Oral presentation (see Selected Publications #1) in 0000 at Cold Spring Harbor International Conference on Yeast Biology. Presented posters (see Selected Publications #2 & #3) at European Cell Cycle Conferences in Roscoff, France 0000 and Vienna, Austria 0000
  - Proficient conversational ability in Spanish

**SELECTED RESEARCH PUBLICATIONS**

1. **Roosevelt, E**, Lastname, A and Namelast, B. **Cell** (0000), 000(0):000-00
2. **Roosevelt, E** and Lastname, A, **Nat Cell Biol** (0000) 0(0):000-00