

Address  
City, ST Zip Code

November 4, 2019

Ms. First & Last Name, Executive Assistant  
Boston Children's Hospital  
300 Longwood Avenue  
Boston, MA 02115

Dear Ms. Last Name:

I am writing to apply for the Clinical Research Assistant position in the division of Gastroenterology, Nutrition, and Hepatology. I am a senior at Boston College majoring in Biology and learned of this opportunity through the Boston College Career Center. My experience in medical research and history of academic excellence, combined with my desire to work toward a healthier and happier future for all children, make me a strong candidate for this role.

While working in Dr. Name's lab at Boston Children's Hospital, I gained valuable experience in both the clinical and primary research sections of the healthcare industry. In the lab, my work focused on the regulation of gene expression in cardiac development. Using a CRISPR screen, we were able to identify genetic regulators of cardiomyocyte maturation, then clone the identified genes into viral vectors in order to study their effects in a mouse model. I created and maintained plasmid constructs containing novel genes thought to play a role in cardiac development. This involved extensive work with restriction enzyme digestions, immunostaining, and transforming and maintaining cell culture lines containing plasmid constructs. These technical skills, along with my attention to detail, will allow me to make an immediate impact as a Clinical Research Assistant.

Prior to my time at Boston Children's Hospital, I served as an undergraduate research fellow in Dr. Name's lab at Nationwide Children's Hospital, where I focused on identifying genetic mutations in patients with atrial septal defects. My project focused on designing a PCR protocol for the GLI3 and APLNR genes, then using the designed protocol to test patient DNA samples to identify shared single nucleotide polymorphisms within the exons of either GLI3 or APLNR. This project involved extensive work with primer design for PCR and genetic sequencing, analyzing Sanger Sequencing results, and interpreting the result of a genetic mutation on protein sequence using BLAST. Upon completion of the fellowship, I presented my project to the hospital faculty where I earned an Award of Distinction for my work.

The hospital research I have conducted in different settings, in combination with the Biology coursework I have completed over my time at Boston College, has given me a broad foundational understanding of scientific research as a whole and refined in me a unique attention to detail that I am confident will make me a valuable asset to the Boston Children's Hospital team. Thank you for considering my application and feel free to contact me by phone at (726) 385-3948 or by email at email@bc.edu if you have any questions.

Sincerely,  
First & Last Name

## FIRST & LAST NAME

East Norwich, NY | email@bc.edu | (283) 475-2837 | linkedin.com/name

January 13, 2020

Hiring Manager  
Cambridge City Hall  
795 Massachusetts Avenue  
Cambridge, MA 02139

Dear Hiring Manager:

I am writing to apply for the Energy and Sustainability Intern position with the City of Cambridge, which I found on Boston College's Handshake portal. I am a senior studying biology and environmental studies, and would like to offer my experience in and passion for sustainability practices and social entrepreneurship to further the sustainability goals of the City of Cambridge.

To work toward my goal of becoming a sustainability specialist, I have curated my coursework and extracurricular activities around building knowledge and experience with sustainability and resiliency practices. In my Environmental Crisis: Sustainability and Future course, I collaborated with a classmate to conduct a semester-long study comparing food waste between Boston College's on-campus and off-campus student populations, the results of which we presented alongside a 10-year improvement plan at a campus research symposium. My Design for Sustainability course presented the opportunity to analyze how major international cities, such as New York, Hamburg, and Tokyo, are planning and accounting for climate change and its detrimental effect of sea-level rise. These projects, in combination with many other biology and environmental science courses, have given me a strong academic base to apply to real-world scenarios and a keen analytical eye on matters of sustainability, both of which will serve me in the Energy and Sustainability Intern role.

Outside of the classroom, I am the president of EcoPledge, Boston College's largest sustainability-focused student club. Through EcoPledge, I spearheaded an initiative to display which items belong in each waste bin (trash, recycling, or compost) in a major dining hall. This collaboration with dining services allowed students to make more informed decisions on the future of their waste products. I also serve as a Resident Assistant for the Sustainability Floor, a living and learning community within my residence hall where students have expressed interest in exploring and promoting topics of sustainability and environmental awareness. I host weekly events for the floor on matters such as food waste, energy conservation, and responsible water use, in addition to coordinating two related service opportunities a semester. Last semester, I organized a floor-wide clean-up day along the Charles River, where my 48 residents and I were able to collect 82 bags of trash. These experiences have not only broadened my understanding of sustainability topics, they have also improved my ability to communicate problems and their implications to a wide base of constituents across campus.

I want bring my skillset and experience to the City of Cambridge to work toward a brighter, more sustainable future for all. Thank you for considering my application, and I look forward to a future conversation with you about my interest in this position.

Sincerely,  
First & Last Name

**FIRST & LAST NAME**

San Francisco, CA | (273) 383-0274 | email@bc.edu

November 19, 2019

First & Last Name, Hiring Manager  
Tech Solutions  
145 Grant Street, Suite 302  
San Francisco, CA 94016

Dear Ms. Name:

My name is Name and I am a senior at Boston College, pursuing a Bachelor of Science in Computer Science and a minor in Hispanic Studies. At the Boston College STEM Career Fair, I had the opportunity to speak with Mr. Name about the Product Development Internship for which I am applying. His words on the collaborative emphasis of the Tech Solutions team inspired me to apply for this role, as I believe that my technical skill, product development experience, and collaborative leadership style will allow me to contribute to project success in this position.

Last summer, I had the opportunity to work as a Product Development Intern for Lankershim Cryotronics, Inc. In collaboration with my supervisor, I developed a user interface and implementation using C# in Visual Studio to send new system inputs and receive outputs in a serial port, increasing efficiency by 43%. I also wrote programs in LabVIEW to acquire and manipulate experimental data from various instruments. After collecting the data, I interpreted the results and discovered a hardware problem causing drift in output values. Between assigned project times, I experimented with expediting the calibration process of several large magnet systems, ultimately reducing calibration time from one hour to five minutes by the end of the summer. My proven track record of applying technical theory and training to real-world scenarios in the workplace will allow me to make an immediate impact as a Project Development Intern for Tech Solutions.

While I am a capable independent worker, I appreciate the opportunity to collaborate with colleagues. As a captain of Fuego del Corazón, Boston College's Latin dance team, I work alongside three other captains to create new choreography for 20+ performances throughout the year. The captains and I lead three practices a week, teaching our choreography to 18 team members and problem-solving to smooth any inconsistencies from partner to partner in order to perfect the routine. Our biggest performance, ALC Showdown, requires the coordination of a six-minute-long routine, complete with stunts, extras, and props, and is debuted in front of an audience of 5,000+. After leading three months of 15+ hours per week of practice, our team won first place in the ALC Showdown competition this past March. My creativity, coordination skills, and commitment to re-evaluate and refine until an end goal is perfected will make me a valuable asset to the Tech Solutions team.

I have a passion for bringing ideas and skillsets together to create successful end products, and I hope to contribute my technical skill and experience to the Product Development team at Tech Solutions. Thank you for the opportunity to apply for this position, and I look forward to an opportunity to speak further about my interest in the role.

Sincerely,  
First & Last Name