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# Example of Research & Development Cover Letter

826 Reilly Haven  
Hayesville, AZ 47279

**Dear Finley Rodriguez,**

In response to your job posting for research & development, I am including this letter and my resume for your review.

In my previous role, I was responsible for guidelines to design structured algorithms and procedures to provide visibility and solve for gaps within the supply chain.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Strong work ethic, very professional
* Strong planning and organizational skills, execution and follow-up
* Excellent communication skills with a diverse audience that includes faculty, staff, upper administration, and students
* Adherence to and mindfulness of deadlines (lack of adherence to deadlines is an institutional risk that could result in lost funding)
* Proficiency in Google Drive applications
* Working towards a Bachelor of Arts/Science program, preferably majoring in Food Science, Chemistry or Biology or related field of study
* Proficient to expert knowledge of PowerPoint and preparing presentations
* Maths, Science or Economics A Levels or equivalent

**Thank you for considering me to become a member of your team.**

Sincerely,

Royal Kulas