

Research & Development Intern Cover Letter

183 Shad KnollsSchowalterton, VT 73139-6678

Dear Finley White,

I am excited to be applying for the position of research & development intern. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for support for UT portfolio, which may include evaluation of published literature and UT data for preparation of medical information and communication materials.

Please consider my experience and qualifications for this position:

- Demonstrated hands-on laboratory (or similar) experience
- Excellent skills with MS Office products
- Able to "work through others" to accomplish his/her project goals
- Able to work flexible work hours to balance school and work responsibilities
- Ownership of high priority projects instrumental to the R&D function and business, working in collaboration with multiple teams and functions within the organization
- Networking opportunities through various planned events and activities to provide exposure to other facets of the company including senior management
- Opportunities to share their learnings, ideas & insights directly with today's leaders of the organization
- Microsoft office suite (Microsoft Word, Excel, PowerPoint, Access)

I really appreciate you taking the time to review my application for the position of research & development intern.

Sincerely,

Emerson O'Conner