

Sample Letters

Inquiry
Summer Job

614 University Avenue
Ithaca, NY 14850
December 10, 2008

Dr. Virginia Mulvaney
Weill Cornell Medical College
1300 York Avenue, Room E400
New York, NY 10021

Dear Dr. Mulvaney:

After reading the description of your research in the Department of Neurology and Neuroscience bulletin, I am fascinated by the multidisciplinary research approach you are using to investigate how the psychology of reward is affected by both neuronal pathways and cellular physiology in the forebrain regions. I have studied psychology and biology at Cornell for two years and would welcome the opportunity to apply my knowledge as a biomedical research assistant on your team this summer.

As my resume indicates, I am experienced with a number of laboratory techniques, including maintaining and purifying cell and tissue cultures, media preparation, electrophoresis, chromatography, and enzyme assays. While my research experience has been limited to classroom experiments designed to produce desired results if performed correctly, I understand that working in a research laboratory requires discipline and perseverance to perform mundane tasks repeatedly and carefully. My strong academic record in neurobiology, physiology, and psychology further demonstrates my motivation, as well as an ability to understand and support your research goals.

I will call you next week to see if we can schedule a time to discuss my interests and qualifications. I will be in New York for winter break from December 16 to January 16, and could meet at your convenience during that period. I look forward to speaking with you.

Sincerely yours,



Daniel Thomas

Enclosure