

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Biologist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Biologist position at Acme Corporation, as advertised on your careers page. With a Bachelor of Science in Biology from the University of California, I am excited about the opportunity to contribute to your team and further develop my skills in a dynamic environment like yours.

During my academic career, I completed a research project on the effects of pollutants on aquatic ecosystems, which involved both fieldwork and laboratory analysis. This experience not only honed my data collection and analysis skills but also resulted in a presentation at the annual biology conference, where I received positive feedback for my findings and delivery. Additionally, I interned at EcoLabs, where I assisted in conducting experiments on plant growth under varying conditions. My work led to the development of a comprehensive report that was well-received, and I was commended for my attention to detail and ability to work effectively within a team.

I am particularly drawn to this position at Acme Corporation because of your commitment to sustainable practices and innovation in biological research. I am eager to bring my strong analytical skills and passion for environmental biology to your team. I am confident that my background in research and collaboration would be an asset as I strive to contribute to your ongoing projects.

I would welcome the opportunity to discuss how my education and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's mission.

Sincerely,

Jordan Taylor