

Jessica M. Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Lab Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Lab Technician position at Acme Corporation, as advertised on your careers page. With a strong academic background in biology and hands-on experience in laboratory settings, I am eager to contribute to your team and support the innovative work being done at Acme.

During my time at university, I completed an internship at a local research facility where I assisted in conducting experiments on microbial interactions. I successfully managed the preparation of culture media and reagents, ensuring accuracy in measurements, which led to a 15% increase in the efficiency of our experiment timelines. Additionally, I collaborated with a team of researchers on a project that aimed to analyze the effects of various antibiotics on bacterial growth. My attention to detail in data recording and analysis helped our team achieve precise results, ultimately contributing to a publication in a peer-reviewed journal.

Furthermore, I am proficient in using a variety of laboratory equipment, including centrifuges, microscopes, and spectrophotometers. My coursework in analytical chemistry has provided me with a solid foundation in method development and validation, enabling me to approach laboratory tasks with a critical eye. I am also well-versed in adhering to safety protocols and maintaining a clean and organized workspace, which I believe is crucial in any laboratory environment.

I am excited about the opportunity to bring my skills and dedication to the team at Acme Corporation. I would welcome the chance to discuss how my background and interests align with the goals of your organization. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed lab and hope to hear from you soon.

Sincerely,

Jessica M. Taylor