

SAMPLE COVER LETTER FOR AN INDUSTRY POSITION

60 Wadsworth Street, Apt.3H
Cambridge, MA 02142
johnsmith@mit.edu
December 31, 1998

Richard Duggan
Human Resources
Biomedical Devices, Inc.
101 First Street,
Cambridge, MA 02139

Dear Mr. Duggan:

I am a Ph.D. Candidate in Biomedical Engineering (degree anticipated June 1999). I am writing in response to the Biomaterials Engineer position posted on your company's web site. I understand that you seek a candidate who has experience prototyping of an implantable drug delivery device, as well as with biomaterials, tissue interactions, and impurity identification. I hope you will agree that my qualifications and experience meet your needs.

In collaboration with the Orthopedic Implant Group at MGH, I have developed a prototype of an orthopedic implant using biomaterials. In addition, I am experienced in surface and thin film characterization, and elemental and molecular identification. In addition, I have designed and performed experiments to solve issues of contaminants on surfaces and impurity identification. At MGH I assessed the bioincompatibility of orthopedic implants and surgical instruments.

Throughout my research project I have cooperated with professors in the Department of Materials Science and Engineering, and the Biology Department. At the same time I have worked closely with scientists and physicians at a biomedical device manufacturing firm which is a partner in the research on orthopedic implants. These experiences have taught me the importance of teamwork and good communication. I have learned to collaborate effectively with researchers who have many different personalities and work styles.

I am attracted to your company because of its innovation in biomaterials and its motivation to turn ideas into safe medical products. Thank you for your attention. I will follow up next week by phone to see if we can set up an interview.

Sincerely,

John Smith