

< **Model - Cover letter** >

☒ Dear Professor Jones,

Professor Brun who is my Ph.D supervisor suggested that I contact you to enquire about the possibility of spending one or two years as a postdoctoral fellow in your laboratory.

I graduated with a « Diplôme d'Ingénieur » (equivalent to M.Sc.) in thermodynamics in 200- and I am currently finishing my Ph.D thesis on "Laser Diagnostics of Combustion in Car Engines". I am expecting to defend it in June 200- and should therefore be available from next summer onwards. I am enclosing a resume giving details about my education and fields of competence along with three articles I recently published with Professor Brun.

I have read several of the numerous publications of your laboratory and I was more particularly interested in your research focus on gas turbines. Applying my competence in laser diagnostics to this type of combustion would broaden my experience while making a contribution to your research efforts. I would therefore greatly welcome the opportunity to become a member of your team.

I will be attending the conference on Combustion in Tokyo next April where I am scheduled to hold a poster session. I would be pleased to meet you on this occasion.

In the meantime, if you have any questions, please feel free to contact Professor Brun or myself.

Thank you for your consideration.

Yours sincerely, ☒

1. **I am writing to apply for** the position as an engineer that was advertised on your Internet site/ in « Science Journal ».

2. Your search for a post-doctoral fellow in food biology **was called to my attention by** my Ph.D supervisor, Professor Brun of XYZ University.

3. **I am writing on** Professor Brun's **recommendation** to enquire about the possibility of getting a postdoctoral position in your unit.

4. **I am presently seeking a position** where I could make use of my experience in fluid mechanics.

5. **As indicated in the enclosed resume**, I am at present completing my doctoral studies and I am expecting to defend my thesis next April.

6. **It is with great interest that I noted** the specialisation of your lab in parallel processing. Considering the experience I acquired both in industry and in university laboratories, I think I should be able to make a valuable (an efficient) contribution to your research projects.

7. In reading about your centre, **I learnt of your project** to start research in childhood language disorders. This subject is of particular interest to me since my postgraduate studies were about the physiological and psychological aspects of language.

8. **I would therefore welcome the opportunity** to become a member of your research team.

9. **Should you wish further details**, please do not hesitate to contact my thesis advisor. I would also be ready to come for an interview at a mutually convenient time.

10. I hope you will find that my qualifications and experience meet your requirements and I am looking forward to hearing from you.

11. Thank you for your consideration. ☐