

BODY OF A COVER LETTER

Reason for writing to this company:

I am writing in response to the advertisement for the position as an analytical chemist that appeared in the January issue of the New Scientist

Show that you know the company, its sector and its product:

When looking at your internet site, I noticed that you were involved in the field of...

Underline strong points from resume and how you can contribute to the company:

As you will see from my enclosed CV, I graduated with a Diplôme d'Ingénieur which is the equivalent of an MSc specialised in organic and analytical chemistry. I think that the experience I acquired during my two internships at Pharmaco will enable me to contribute efficiently in any tasks involving NMR analyses.

Express motivation to work for this company:

I would like to point out that this is a technical field which motivates me strongly to start a career.

Mention enclosed resume and follow up:

Please find enclosed my resume. I would of course be pleased to supply any further information