

example@myemail.com

Jacob Stanton

(098) 765-4321

456 My Street, San Diego, CA 76543

Sarah Hibbins

Contemplative Inc.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Hibbins,

Discovering how positive reinforcement techniques increased the therapeutic benefits of dopamine by 72% was one of my proudest moments as a Junior Research Assistant last year. My supervisor said my testing methods and reward pathway computations were invaluable to the team. I believe these same skills could be beneficial to Contemplative Inc. if I joined your company as the new Junior Research Assistant.

During my 2+ years at Therapeutic Circle, I have improved the efficiency of their data collection system by 52% using the IBM SPSS Statistics platform to optimize production. I enjoy building innovative systems that utilize the latest subgroup variation techniques. Some of my other achievements include:

- Reporting: Decreased reporting needed by reconfiguring quantitative protocols saving \$75,000 in overall testing costs in 2020
- Development: Developed system using Python and JavaScript to efficiently troubleshoot production quality code and reduce user interface costs by 67%
- Training: Assistant Trainer for 25 staff members attending Code Documentation class

I would love to discuss how my communication, qualitative, and analytical skills would be beneficial to your business. Please contact me at your convenience to schedule an interview.

Best regards,

Jacob Stanton

P.S. — I would love to tell you what prompted my boss to promote me during my first year!