

Novartis Pharmaceuticals  
1 Health Plaza  
East Hanover, NJ 07936

October 5, 2020

Dear Hiring Manager:

I am writing to express my interest in the Research Operations Intern position posted on your website. I am a junior chemistry major pursuing a Bachelor of Science degree at Carnegie Mellon University (CMU), graduating in May 2022. My experience working in chemistry laboratories both independently and in groups and my leadership experience on campus makes me a strong fit for the position.

Throughout my time at CMU, I have been building my knowledge base in courses such as modern biology, modern organic chemistry, biochemistry, and chemistry lab. Particularly in lab, I have gained hands-on experience with chemical procedures that would help me excel in this position, and I have developed hazard analyses. I have also used data sorting techniques proficiently on Microsoft Excel to write articulate reports. I am currently working on a project with a team of four members, trying to determine nicotine and trace metal content in cigarettes. This has allowed me to establish myself as a team player, keeping track of deadlines and making sure that we communicate with each other, the instructors and the teaching assistants to ensure that we implement the most accurate and efficient lab procedures.

As an executive board member of the CMU Society of Asian Scientists and Engineers (SASE), I contributed to a team that planned and promoted the annual SASE conference in Pittsburgh last year. I am also the chair of our annual Mellon College of Science (MCS) Pride Day, which serves 500+ students. I manage the project from start to finish over the course of 3 months, which includes supervising 15 other volunteers and collaborating with several faculty members to execute the event that engages MCS students and creates a strong community on campus.

I hope to be able to bring my experience in chemistry labs and my demonstrated leadership skills to this internship opportunity, to dedicate my summer to pursuing research that is impactful to your company. Thank you for your time and consideration in reviewing my application. Please contact me at [mcsstudent@andrew.cmu.edu](mailto:mcsstudent@andrew.cmu.edu) or 412-268-2064 if there is any other information needed.

Sincerely,

MCS Student Name