

Rosalind Franklin
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Mrs Matty Jenkyns
Personnel Manager
Manchester General Hospital
Hollbrook Avenue
Manchester
MN1 5BJ

Dear Mrs Jenkyns

I am looking for a placement within a hospital environment from June to September of this year. I am writing to you as I understand that Manchester General Hospital may have appropriate vacancies available. I have a strong interest in laboratory procedures and clinical diagnostics which I understand are predominantly carried out at this hospital. As I live only 5 miles from your site, travel and accommodation would not be a problem for me.

I first became interested in the hospital environment after a school visit to your site. I was taken on a tour around the laboratories where the differing techniques used in testing clinical samples for patients were demonstrated. Since then, discussion with my careers adviser has confirmed my decision to aim for a career in this field.

Through my degree course, I have been able to develop my interest in biochemistry, whilst improving my laboratory skills along with my numeracy skills. I have gained some experience in HPLC and have good computing skills, having used several scientific databases. I achieved 68% in my first year examinations and am hoping to achieve a high 2:1 for my course work this year. While at University, I have also been able to utilise my skills in working with people through a variety of vacation jobs. My work at a busy insurance office was valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information.

I would be most grateful if you could consider me for any suitable positions. I will be available for interview at any time and am at my home address in Cranford from late May onwards. At all other times I can be contacted at my college address. Please find enclosed my CV where you will find further information.

Yours sincerely

Rosalind Franklin

*Tries to **find the name of the appropriate person to write to if possible***

States the job she's applying for.

States when she's available to start and end the placement

Says why she's interested in the type of work

Summarises her strengths and how they might be an advantage to the organisation.

Relates her skills to the job.

Mentions dates she would be available for interview

Thanks the employer and mentions an enclosed CV