



Graduate Arts & Sciences Career Services
University of Virginia
Bryant Hall at Scott Stadium, Box 400134
Charlottesville, VA 22904-4134
Phone: 434-924-8909; Fax: 434-924-7890
Email: gsascareerservices@virginia.edu

SAMPLE COVER LETTER: ADVERTISED POSTDOC

GSAS Career Services note: This letter is brief and to the point. In the last sentence of the first paragraph, the author conveys her interest in this particular lab and her willingness to learn.

Dr. James Smith
Department of Biochemistry
Great University
Great City, USA 123456

January 3, 2007

Dear Dr. Smith:

I am writing in response to your advertisement in *Science* for the post-doctoral research position in protein chemistry. I will receive my PhD in Microbiology from the University of Virginia at the end of this May. The subject of my dissertation, which I am due to defend in April, is the design of synthetic inhibitors for microbial proteases, and specifically the major *E. histolytica* cysteine protease. I have found your studies on viral proteases to be fascinating. I feel that while I can contribute expertise to your project, this opportunity would also allow me to develop and expand my understanding of inhibitor function.

In addition to experience with most molecular biological techniques, my dissertation work has involved production of the recombinant protease, X-ray crystallography (in collaboration with Dr. Good Mentor at Other Great University), extensive modeling of the protein's active site and design and testing, *in vitro* and *in vivo*, of synthetic inhibitor peptides. This work has been reported in two published papers and one that is currently in press (please see enclosures). I have also recently been able to obtain the three-dimensional structure of the protease bound to histostatatin (our most potent inhibitor) at a resolution of 2 Å.

I have enclosed a copy of my curriculum vitae, together with three manuscripts and have arranged for three letters of reference to be forwarded to you. I look forward to hearing from you. If you require any further information please write, call, or contact me by email at janedoe@virginia.edu.

Yours sincerely,

Jane Doe

Enclosures