

*Sample Cover Letter (Send as an email)*

SUBJECT LINE: Student Interested in Independent Research in your Laboratory

Dear Dr. Otto Octavius,

My name is Mary Jane Watson and I am a second year UCLA undergraduate majoring in Microbiology, Immunology, and Molecular Genetics (MIMG). I am writing to express interest in doing research in your laboratory beginning Spring quarter as part of the Student Research Program (SRP) offered by the Undergraduate Research Center (URC).

As an MIMG major, I am interested in research that focuses on the genetics and molecular biology of microorganisms. Your work studying the molecular basis for bacterial communication, or quorum sensing, sounds very exciting. I am interested to learn more about this topic and the techniques that your laboratory uses to study this mechanism as an SRP student.

I would greatly appreciate an opportunity to meet with you to discuss projects in your laboratory. I am available on Tuesdays after 2pm and on Fridays after noon for an interview. I have attached my curriculum vitae for your review and please view my [profile](#) on the UCLA Undergraduate Research Portal to learn more about my experience and interests.

I greatly look forward to your reply.

Sincerely,

Mary Jane Watson

E-mail address

Phone number

# CURRICULUM VITAE

Mary Jane Watson

Address

E-mail Phone

## Education

2016 – Present

University of California, Los Angeles

B.S., Microbiology, Immunology, and Molecular Genetics – Expected June 2020

3.24 GPA

2012 – 2016

Moorpark High School; Moorpark, CA

Diploma

4.05 GPA

## Relevant UCLA Coursework

Life Sciences

LS 7A – Cell and Molecular Biology

LS 7B – Genetics, Evolution, and Ecology

LS 7C – Physiology and Human Biology

Chemistry

Chem 14A – Atomic and Molecular Structure, Equilibria, Acids, and Bases

Chem 14B - Thermodynamics, Electrochemistry, Kinetics, and Organic Chemistry

Chem 14BL – General and Organic Chemistry Laboratory

Physics

Physics 5A – Physics for Life Science Majors: Mechanics and Energy

Math

LS 30A – Mathematics for Life Scientists I

LS 30B – Mathematics for Life Scientists II

Stats 13 – Introduction to Statistical Methods for Life and Health Sciences

## Research Experience

Biomedical Research 10H: Research Training in Genes, Genetics, and Genomics

## Leadership and Teaching Experience

October 2016 – Present

*Child Life Volunteer*, Mattel Children's Hospital at the UCLA Medical Center

Serve the needs of hospitalized children, including individual and group assistance with homework and organized activities.

December 2016 – Present

*Member*, Bruin Partners

Provide outreach to LA High School students to promote academic excellence, social awareness, and community service.

2012 – 2016

*Member*, Future Business Leaders of America (FBLA)

Competitor in annual leadership conferences in subjects including statistical analysis, mathematics, and accounting.

2015-2016

*Tutor*, Ventura County Libraries

Tutored middle school students in math and physics.

## Awards and Honors

2016 - Present UCLA College Honors Program

2016 Valedictorian, Moorpark High School

2016 FBLA 2<sup>nd</sup> place Business Calculations, Gold Coast Leadership Conference

## Specialized Skills

Experience with Microsoft Word/Excel/Powerpoint, Adobe Photoshop, MATLAB, Fluent in Spanish