# Effective cover letters and application forms

## Activity 1: sample cover letter

John Thompson

4 Main Street  
Liverpool

16th November 2023

To whom it may concern,

Enclosed is my CV for the job at your company.

I would like to start working in this field. Up until now I have held several research positions in different labs in UK universities, and I am ready to move to industry.

You will see from my CV that I have a degree in biochemistry, specialising in cancer biology, which aligns with the research carried out in your company.

In my time in the lab, I have acquired numerous skills that I can easily apply to this position.

I would value the opportunity to talk with you more about this position. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

John Thompson

## Activity 2: sample application forms answers

**Essential criterion: Demonstrable leadership skills.**

**Answer:** I can show excellent leadership skills. In my previous role, the lab group’s seminars had very low sing-up rates. My manager tasked me with improving this. I organised a brainstorming meeting with colleagues across the lab to find innovative solutions around topics/dates/times, and I led a small campaign on the lab’s social media pages to generate interest from different audiences. Over a period of 6 months, the number of attendees at the seminars doubled and the approach I took was then used by colleagues across the department.

**Essential criterion: Demonstrate the ability to communicate effectively with different audiences.**

**Answer:** I have great communication skills, which I developed during my academic career. I can communicate with students during lectures and seminars, and colleagues across the department and wider university. I have also delivered numerous conference papers. In addition, I am a published author, with an H-Index of 20.

**Desirable criterion: Evidence of conducting outreach activity.**

**Answer:** In my current postdoctoral position, I have conducted a good amount of outreach activity. I have been involved in delivering widening participation workshops to Y10 and Y11 pupils in local schools. The workshops required a thorough preparation of materials, as well as confidence in presenting my research while making it accessible to high school students.