

Glasgow Science Company  
100 Great West Road  
Toptown  
Glasgow, G12 8IA

01 Jan 2020

Dear Ms R Lee

**Re: Application for a position as intern on the graduate programme at GSC in Glasgow.**

I am interested in working for GSC as your mission and vision to "improve the quality of human life" is something that resonates with me and I believe that being the first healthcare company to promote clinical trial transparency is a perfect example of this. Additionally, the focus of educational and health programmes, such as the Help for Heroes Phoenix Wellness Centre, illustrate the high levels of corporate social responsibility that I admire and resonates with my values as a member of the Green society at university. Working for GSC would be rewarding because each job profile provides clear targets and a culture of cross departmental working, as I found on the case studies online and by speaking to Jane Smith, an alum who works as a science researcher at GSC.

I have the following skills and experience which I feel will be valuable to GSC and the intern role:

- **Analytical ability:** One of the main aspects of my degree was to perform qualitative analyses. A group project I was involved in looked at a microbial source tracking approach using qPCR to identify sources of contamination in bathing waters in Scotland and I led on the identification of the specific microbes and the presentation of the data to my class. I excelled at this aspect of my role and my peers regularly sought my assistance based on these skills.
- **Speed of delivery:** I have shown the ability to run and complete projects under time pressure and to present conclusions in a clear and concise manner. The pressure of being part of the team that worked on the STEM school competition at the Glasgow Science Centre working both independently and collaboratively under tight deadlines was something that I thrived on, resulting in an award from the executives from the museum.
- **People management:** I regularly train new serving staff, acting in the role of supervisor at Starbucks, where I have worked for the past 18 months. Staff feedback for these training sessions are always excellent and I averaged 4.6/ 5. I motivated other team members by taking a personal interest in the individual's and the team's development, helping others to understand the tasks or issues, being driven and finally having belief that we were a great team.
- **Organisation:** I have a commitment to innovation and quality, a strong work ethic, thrive in team environments and am confident taking the lead. I am result oriented and approach my work with high-energy and a customer focus. In addition, I can contribute strong project management and organisational skills as demonstrated when I led on the 3rd STEM 2019 conference at my university. This resulted in 6 workshops each attended by a minimum of 20 delegates and overall, 200 students; this was 10% up on the previous year's attendance and the team received an average of 'very good' for delegate feedback.

I firmly believe that my interest in the industry, coupled with the skill base developed during my part time jobs and my wider science knowledge and understanding instilled during my degree, has put me in a strong position to develop a career in the healthcare sector.

I would like to thank you in advance for your time and consideration and I look forward to hearing from you. Please look at my LinkedIn profile (*hyperlink*) for (*whatever you want to highlight further*)

Yours sincerely,

Another Name