

92 Hammondsway Road
Worcester, MA 02459

September 5, 2006

Ms. Julie Sammarone
Associate
DMB International
John Hancock Tower
200 Clarendon Street, T-33
Boston, MA 02116

Dear Ms. Sammarone:

I am writing to apply for the Analyst position with DMB International in the Boston office. I learned about the opportunity through Professor Joanne Clarke in the Economics Department at Boston College. Currently, I am a senior at Boston College studying Biology and Economics and will graduate in May 2007. As per our phone conversation last Friday, the economic and business consulting field is an area where I have held interest for some time and it would be a pleasure to begin my professional career at DMB.

My qualifications for the position are based on a combination of academic, work and leadership experiences. To begin with, my study abroad program in London concentrated on the many microeconomic issues that Britain is facing and its implications in the European as well as the international community. In analyzing the current issues such as healthcare reforms, public education and traffic control, I was able to gain a further understanding of the areas where economics plays a vital role.

To continue, my internship at the Massachusetts Medical Society exposed me to the business aspects of medical communications. I presented a project summarizing the timeliness of online publications in conjunction with print articles to the associate publisher, which is now being used in their daily tasks. In addition to working with company databases, I analyzed data from domestic and international direct mail campaigns to open new markets for professional medical newsletters in Europe and the Middle East.

In the biology research lab of Professor Colleen E. Stone, I am currently writing my Senior Honors Thesis on mRNA regulation and development in early frog oocytes. Reporting directly to my principal investigator, I am responsible for all aspects of my project, including setting deadlines and performing all preparatory work. Because I work with previously unknown proteins, I often have to tackle an experiment from new perspectives and employ novel methods. In addition to monthly lab meetings, I have delivered an extensive presentation summarizing my research to my peers and faculty members.

In summary, I am confident that my skills and experiences make me an ideal candidate for the Analyst position. If given the opportunity, I look forward to contributing to the team at DMB.

Enclosed is my resume and course history for your review. If you require additional information, please contact me at (508) 923-0918. I will contact you shortly to follow up in this application and to arrange an interview. I look forward to speaking with you soon. Thank you in advance for your time and consideration.

Sincerely,

(sign your name here)

Kevin Sullivan

Boston College
Edmond Hall 927
Chestnut Hill, MA 02467

January 2, 2006

Dr. Steven Friedman, Internship Coordinator
Incyte Pharmaceuticals
Philadelphia, PA 12345

Dear Dr. Friedman:

I am writing to apply for a summer research internship position at Incyte Pharmaceuticals. Currently, I am a junior at Boston College majoring in Chemistry and plan to pursue a career in pharmaceutical research. Professor Scott Miner, my research advisor, referred me to you and speaks very highly of your innovative approach to research and development. My experience in conducting an independent research project in the Chemistry Department makes me a strong candidate for the internship.

In the Chemistry Department at BC, I have been exposed to a number of valuable resources in the areas of accelerated coursework in General and Organic Chemistry as well as the opportunity to partake in original laboratory research with a faculty professor. This semester I was accepted into the research lab of Professor Miner, and I am beginning to work on a project of my own involving asymmetric catalysis. I noticed that your firm concentrates on the discovery and development of small molecule drugs, which I also feel complements my chemical background since much of our research group's work involves the design and use of small peptide-based catalysts to determine the configuration of complex molecules. I feel that the knowledge and experience that I have gained throughout this experience as well as the creative approach that I bring to all of my work would serve as a positive addition to Incyte.

On my resume, I would like to highlight the numerous positions of leadership that I have held in my employment and my involvement in the BC community, which I feel demonstrate my good-humored personality and ability to communicate my ideas to others. This past year for instance, I served as a Resident Assistant for a residential community of over a hundred students in which I was their resource for academic and personal development. Additionally, I developed, marketed, and implemented programs on these topics for the residents.

In addition to my academic qualifications, I also believe that my resume exhibits a strong potential for further accomplishment in the scientific field. For these reasons, I feel I would be a definite asset to your company and I look forward to demonstrating my enthusiasm for research and strong interest in chemistry in a future interview with you. Thank you for considering my application. Please feel free to call me at 617-555-1212 or email browna@bc.edu if you have any questions.

Sincerely,

(sign your name here)

Andrea Brown