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25 March 2019

Dear Hiring Manager,

As a soon to be college graduate from Longwood University, your job posting for medical scribe particularly caught my eye. I have taken many courses in my major, biology, to prepare me for this position. Such courses include Comprehensive Anatomy and Physiology I & II, Genetics, Microbiology, Cancer Biology, and Medical Neurobiology. Fortunately, I was able to take sections I and II of human anatomy and physiology, covering the entire human body and its form and functions, at a higher level than most universities offer. These are junior-level courses and is taught in much greater depth and detail than what is offered in the sophomore-level courses. My knowledge aligns with the qualifications that you are seeking. I am certain that I would make a great addition to your growing team and prestigious healthcare system.

Working for University of Virginia Health System is on the forefront of my immediate goals. This opportunity would provide me a solid foundation to start building my career, working for this health system. I am a solid candidate in aiding the health system’s mission; to provide excellence, innovation and superlative quality of care of patients, the training of health professionals, and the creation and sharing of health knowledge within a culture that promotes equity, diversity and inclusiveness.

Apart from educational success, I have practical experience that will prove useful to this position. In the fall semester of 2017, I worked under supervision of Dr. Erin Shanle to investigate the missense mutations of p300 using CRISPR/Cas9. In the spring semester of 2018, I participated in a clinical rotation through many specialties at Centra Southside Community Hospital. This experience has given me a first-hand insight to each important role in a hospital community. In the fall semester of 2018, I also served as a teacher’s assistant for a junior-level genetics class. I aided the students in genetics lab techniques, under supervision of Dr. Amorette Barber. I am also confident in my abilities to perform cellular and microbiological laboratory techniques and understand how many viruses and bacterium can affect patient’s health.

As the current serving vice-president for Beta Beta Beta Biological Honor Society, I am confident in my abilities to effectively lead a team. I have shown dedication to serving my community, as I have volunteered for “Sheetz for the Kidz” by aiding in raising money for underprivileged children, so they will receive gifts during the holiday season. I am a well rounded biologist, with an interest in its implications to patient and public health, cellular processes and interactions, and environmental preservation, as I have had the opportunity to demonstrate in my membership with Longwood’s Wildlife Club.

Please review my attached resume for additional details regarding my experience and devotedness to entering the healthcare field.

Thank you for your time and consideration.

Sincerely,



Meagan St John