

Sample Entry Level Position with Referral
Senior Analyst/Entry Level Associate for Acme Finance

Description and Qualifications:

- Interest in and commitment to investment banking as a career
- Interest in industry sectors – Technology, Consumer, Healthcare
- Proven financial accounting capability – must have relevant undergraduate degree and/or relevant work experience
- Critical thinker with ability to put abstract concepts into written form in PowerPoint or Word documents
- Ability to act independently and assume professional responsibility commensurate with the position
- Ability to interact in person and by phone at a professional level with senior business executives
- Proficient in PowerPoint, Word and Excel
- High degree of attention to detail
- Undergraduate GPA of 3.6 or above, averaged across all classes, not solely across major
- One year of work experience in a finance-related job in a professional environment, investment banking

Will B. Abanker

Greater Boston · 617-373-1234 · willabanker13@gmail.com · www.linkedin.com/in/willbabanker

Dear Mr. Kikuyu:

I am writing to apply to the Senior Analyst/Entry Level Associate at the suggestion of your colleague Sara Caruso. After a recent meeting with Ms. Caruso and learning more about Acme Finance and the position, I believe my educational background in finance coupled with my prior experience and strong interest in investment banking make me an ideal candidate for this position. Please accept this as my application.

During my education at Northeastern University, I learned about the intricacies of the market including options, dividends, bond valuation, and mutual funds. I am particularly interested in technology and healthcare and recently received high praise for my presentation detailing the benefits of investing in healthcare technology. Additionally, my membership in the Northeastern Finance and Investments Club for the past year enhanced my financial background. I also have practical experience through my cooperative education jobs at State Street Corporation and Gillette, where I built upon my already strong communication skills by working directly with customers and gained valuable first-hand experience in the financial industry. Also, throughout college, I worked every January through April at H&R Block completing taxes. This experience gave me invaluable insight and accounting experience. I am confident I could use my finance and client service skills to succeed as the new Senior Analyst/Entry Level Associate at Acme Finance.

Acme Finance's online brokerage department particularly interests me. Your innovative approach to allowing customers access to research and real-time movement has intrigued me throughout my participation in the Finance and Investment Club. I believe that my experience developing online banking systems, as well as my personal use of your online brokerage system, will help me become a valuable team member in your organization.

I am confident that my skills and experience qualify me as a strong candidate for the Senior Analyst/Entry Level Associate at Acme Finance. I am eager to discuss my candidacy further with you and would welcome the opportunity to interview with you. Thank you for your time and consideration and I look forward to your response.

Sincerely,
Will B. Abanker

Sample Entry Level Position
HR Associate for Cape Cod Healthcare

The HR Associate has the following responsibilities:

- Facilitates HR administrative functions through data entry, copying and computer application use.
- Assists HR staff in day-to-day department maintenance and projects.
- Communicates proper instructions for HR-related tasks to employees and applicants in a clear and professional manner.
- Ensures regulatory agency and internal policy compliance through diligent adherence to HR practices.
- Maintains the integrity of confidential data; exemplifies a high standard of customer service.

Qualifications:

- Works under the direction of management and abides by department policies and procedures
- Ability to use and learn basic level systems (Meditech, Microsoft Office, etc.)
- Interacts with applicants and staff in a professional manner. Produces required documentation within the department
- Knowledge of theories, principles and concepts acquired by completing a Bachelor's Degree in a college or university.
- Work requires the ability to identify opportunities to improve programs, practices, and/or services to ensure Cape Cod's resources are used in the most efficient and effective manner.

Alexandra Diaz

1 Huntington Ave, Boston, MA 02115 | 617-123-1234 | alexacdiaz12@gmail.com

Dear Hiring Committee:

I am writing to apply for the HR Associate position you have listed on your website. With a Master of Science in Corporate and Organizational Communication, with a concentration in Human Resources Management, I have a strong background in Human Resources practices. Cape Cod Healthcare's reputation for excellent employee management skills resonates with me and my career aspirations. I believe that my experiences, skills, and interests will be a great fit at this organization.

During my Master's program at Northeastern University, I took courses on resource management and employee services that rapidly advanced my human resources skills. During my capstone course, I designed an employee resource allocation plan for a start up healthcare company. Through my research, I developed my knowledge of the healthcare industry and employed creative solutions, like using Customer Management Software to track employee development and satisfaction. I had the chance to present this employee resources allocation plan during a research symposium and it was well received by the companies in attendance. This presentation also afforded me an opportunity to enhance my communication skills.

Before beginning my Master's degree at Northeastern I had the opportunity to work full time for two years in my home country. Through my position at Amazon, I was able to develop employee programming that increased knowledge about benefit, healthcare, and retirement planning. I promoted these events with social media and company emails, and they were well attended. This employee oriented programming knowledge will allow me to improve upon existing programs and practices at Cape Cod Healthcare.

I would appreciate an opportunity to meet with you to discuss my candidacy in further detail. Please feel free to contact me at 617-123-4567 or at alexcd19@gmail.com. Thank you very much for your time and consideration.

Sincerely,
Alexandra Diaz

Sample Entry Level Position
Pharmaceutical Research Associate, Discovery Pharma

Key Accountabilities/Responsibilities:

- Monitor clinical trials at agreed intervals by regular visits, telephone conversations and correspondence
- Select & evaluate suitable investigators/sites to participate
- Co-ordinate the supply of clinical trial materials (drugs, equipment etc.) in order to expedite the initiation of patient recruitment
- Compile necessary trial documentation for submission to ethics committees
- Negotiate and document financial agreements accordingly and co-ordinate timely payments to sites
- Facilitate and optimize recruitment of subjects to meet agreed targets and timelines
- Ensure CRF data is of high quality at all centers directly monitored and is finalized in required timelines
- Ensure all trial documentation is complete and thorough in house and at investigator site
- Ensure that all department documents and databases are kept up to date with trial information as required and local and international colleagues are updated as requested
- Ensure that data queries raised are resolved with site staff within agreed timelines
- Maintain good communication and working relationships with investigators, other site staff, overseas colleagues, external customers and other GSK staff
- Involvement in the regular review of procedures and practices involved in planning, set-up, monitoring and coordinating clinical trials.

Qualifications / Experience:

- A Bachelor Degree in Science or a related discipline.
- High level of written and verbal communication skills
- Previous CRA experience is essential
- Well-developed interpersonal skills; including the ability to competently liaise with and feedback to internal and external customers regarding project issues and company decisions
- Attention to detail and ability to work to achieve required timelines
- Project Management skills
- Ability to negotiate with and motivate others

To apply, submit cover letter and resume to Human Resources Director, Carrie Brady.

Austin T. Duggen

18 Liberty St. Brooklyn, NY 11201

646-123-1234

Atduggen12@gmail.com

**Sample Entry Level Position
Pharmaceutical Research Associate, Discovery Pharma**

Ms. Carrie Brady
Director of Human Resources
Discovery Pharma
101 Main Street
Scienceton, NY, 12345

Dear Ms. Brady:

I am writing in response to your advertisement for a Pharmaceutical Research Associate position posted on the Discovery Pharma website. I have excellent academic qualifications for this position and a passion for contributing to the discovery of drugs to help patients with life-threatening conditions. I believe my prior experience coupled with my academic background and passion for pharmaceutical research make me an ideal candidate.

Throughout my tenure as a Pharmaceutical Science major at Northeastern University, I have maintained a 3.8 GPA while still being an active participant on campus. My strong analytical skills have enabled me to excel in my coursework and my laboratory experience in cancer research and other projects demonstrates my ability to test samples accurately and efficiently. I am extremely detail oriented and have experience with extensive data entry. As a Laboratory Assistant for a Biochemical Engineering professor, I tracked and updated the clinical trial and demographic information for over 500 patients. I am also familiar with clinical trial regulations and have experience writing and submitting that documentation. I am confident these skills would help me be a valuable contributor to the Discovery Pharma team.

Additionally, I have experience running clinical trials when I worked as a co-operative education student at GSK. I often acted as a liaison between patients, my supervisor and other constituents, answering any questions and addressing concerns regarding the trial. I am comfortable working one-on-one with patients, asking questions and having difficult conversations. At GSK, our study focused on pregnancy, specifically mothers who had miscarried; I consistently received feedback from patients complimenting me on my calm and kind demeanor in interviews. I also am fluent in Spanish and Portuguese and found these language skills to be extremely helpful when working with patients who have English as a second language. As the Pharmaceutical Research Associate for Discovery Pharma I am sure I could use my communication skills to ensure a successful clinical trial.

Discovery Pharma's commitment to cancer research resonates with me as a new scientist with a passion for pharmaceuticals and drug discovery. I would welcome the opportunity to speak to you further about the Pharmaceutical Research Associate position. Please contact me with the phone number and email listed above. Thank you and I look forward to your response.

Best,
Austin T. Duggen