

Cover Letter Lab

NAME _____ DATE _____ PERIOD _____

Practice posting: Student Lab Helper

Employer: Fairview Biomedical Lab, a fictional practice employer

Purpose: Help the lab team keep supplies, measurements, and workspaces organized.

Main tasks:

- organize labeled supplies;
- record measurements in a provided template;
- clean the work area by following the posted procedure;
- protect private information;
- ask a supervisor when a direction is unclear.

What the employer looks for: reliability, attention to detail, clear writing, teamwork, and willingness to follow safety steps.

Experience: No paid work experience is required. A school science project, club, team role, family responsibility, or service activity may show a useful skill.

This posting is only for classroom practice. Do not submit the letter to a real employer.

Pull evidence from the posting

EMPLOYER NEED	EXACT WORD OR TASK FROM THE POSTING	EVIDENCE I CAN HONESTLY USE
Skill 1		
Skill 2		
Responsibility		

Five-part letter check

1. Professional greeting
2. Opening: job + employer + honest interest
3. Body: one need from the posting + one real example
4. Closing: thanks + next step
5. Professional sign-off

Draft your practice cover letter

1. Greeting

Dear _____,

2. Opening

I am writing to practice applying for _____

at _____.

I am interested because _____

3. Body: match one employer need to honest evidence

The posting asks for _____.

I have practiced this when _____

This would help the lab because _____

4. Closing

Thank you for _____.

I would welcome the chance to _____.

5. Sign-off

Sincerely,

Final check

- ☐ I used the fictional employer and job title.
- ☐ I answered one real need from the posting.
- ☐ My example is true and specific.
- ☐ I did not invent credentials, work experience, or private information.
- ☐ My tone is clear and professional.