

1022 8th Ave SE
Minneapolis, MN 55414

March 1, 2013

Mr. John Smith
Lab Manager, Land O' Lakes Food Corp.
125 Arden Road
Arden Hills, MN 55414

Dear Mr. Smith,

Thank you so much for considering me for this position as a lab researcher at the Land O' Lakes Food Corp. I really am excited about potentially working in a place with such a great reputation as a leader in research and product development. After looking at this position and company more in depth, I am very enthusiastic about applying for this position. My combination of education, previous experience, and skills make me a perfect fit for the position.

Currently, I am completing my junior year at the University of Minnesota—Twin Cities. My expected graduation should take place in fall of 2014 when I will receive my Bachelors of Science Applied Economics degree in Natural Science Management and my minor in Sustainability Studies. I have worked in the sciences in my past two internships which have gone very successfully, I learned how to use state of the art machinery and learned how to keep a strict logbook, and am expecting to be a quaternary author on a published article in a scientific journal early next year. The abstract is already up on search database websites and nicely capture my efforts to study the effect of enhancing the butyrate content of feed for lactating cows in an effort to drive lactation and milk production.

I understand that this lab position is very important to your company and its department. My understanding of keeping well-maintained records using the needed software programs and dairy machinery fits nicely with the lab's goals. Plus, my education from in the field of Science and having worked with other professional field researchers in my last internships will assure you I have knowledge in the area, and that is a big asset to your organization.

I would make a strong contribution to your company with my science and management background. This internship, because of my education and previous experiences, would ensure a good fit. My skills in the area will save you training time. I will contact you within a week to ensure you have received all necessary materials and to discuss our next step. Please feel free to contact me at 62-352-3376 or via e-mail at gokul002@umn.edu if you need any further information. Thank you for your consideration.

Sincerely,

Satarupa Moitra

Enclosures: Resume

Satarupa Moitra

1022 8th Ave SE
Minneapolis, MN 55414
(262) 351-3584
moitra012@umn.edu

Objective

Seeking an internship position with Land O'Lakes starting summer 2013

Education

University of Minnesota—Twin Cities ('12-'14)

Major: Agricultural and Food Business Management in Applied Economics
The College of Food, Agriculture, and Natural Sciences
and The Carlson School of Management

Minor: Sustainability Studies

GPA: 3.3

Marquette University ('10-'11)

Experience

Pharmacy Technician 2011- Present

CVS/pharmacy: Waukesha County, WI; Twin Cities Area, MN

- Kept up with regular company and new/revised drug trainings and complied with Federal and State Law requirements
- Served as a model employee for customer service and workforce attitude
- Licensed in Wisconsin and Minnesota as a Pharmacy Technician

Research Assistant 2009- 2010

Blood Research Institute of Wisconsin, Summer for Sickle Cell Program; Milwaukee, WI

- Worked for National Health Institute (NHI)
- Created research model accepted by the Institutional Research Board (IRB)
- Co-author of work being published in 2013
- Kept a well recorded, well maintained, original and copy of lab book
- Worked with sensitive equipment in biomedical, radiology, hematology and electromagnetic labs
- Administered Hemoglobin binding peptide by injection to 170 mice per day in mouse labs
- Presented Research at Medical Fair

Research Opportunity for Academic Development in Science (ROADS) Student 2009

Medical College of Wisconsin/ Children's Hospital of Wisconsin/ Froedert Hospital/ Hematology and Oncology Clinic; Milwaukee, WI

- Helped develop double blinded patient recording system for study
- Kept detailed records of Patients
- Certified in CITI Patient-Oriented Research national requirement
- Fluent with SPSS Program
- Fluent with Sunrise Clinical System
- Interviewed and surveyed patients accurately