

October 21, 2019

Dr. Edward Brush  
Hiring Manager  
Takeda Pharmaceuticals  
Bridgewater, MA 02324

Dr. Brush,

My name is xxxxxxxx, and I am writing to you as an applicant for the Research Scientist I position available at Takeda Pharmaceuticals. I am currently entering my senior-year at Bridgewater State University, after which I will graduate with a B.S. in Chemistry with a concentration in Biochemistry. Based on the job description posted on your website, I feel that I meet the skill requirements you are looking for in an applicant. During my time at Bridgewater State University, I have been working on an undergraduate research project that my research mentor and I developed together. I also had the opportunity to participate in a summer internship with the Contract-Chemistry Organization (CCO) Chemic Labs, in Canton, MA. I have been held to cGMP and GLP standards, and I was taught how to prepare a proper lab notebook that will pass QA/QC review.

Through my course-work, I have gained experience working with *in vivo* models, specifically *Drosophila*. I also frequently work with different bacterial species within the context of my research project. I do not have hands-on experience working with other *in vivo* models, but I am familiar with the protocols associated with them and I am willing to engage in further training to gain practical experience as necessary. During my internship at Chemic Labs, I was given an overview of what a CCO (or CRO) does and the types of companies they form contracts with. I understand that you are looking for an applicant with experience working with CROs; as someone who has worked for a CRO, I believe I could work more efficiently managing one because I know what standards they can be held to. This thought process comes from my time as a restaurant manager. Years before seeking my Chemistry degree, I was hired as wait staff at a restaurant. Soon thereafter, I had climbed my way up to management, and I was recognized as having garnered the respect of my employees because I was once in their position.

I appreciate the fact that Takeda engages with their local communities through the TakedaCares initiative. I also like Takeda Pharmaceutical's commitment to pricing their products in a way that makes them as accessible as possible to the people that need them. I would be proud to work for such a company. I am looking for a job that will give me an array of responsibilities that suit my strengths, and that will give me enough daily variety to keep the job from feeling monotonous. I am hoping to work for Takeda for many years, and I would especially appreciate the opportunity to continue learning new things and climb my way up the ladder. As Takeda is based in Tokyo, I would also like to mention that I study Japanese and speak it at an advanced level, so if Takeda has a need for employees to travel or relocate, I am flexible and willing to do so.

I think I would be a great fit at Takeda Pharmaceuticals. If you have any questions about me, you may contact me at <your email>, or via phone at (xxx)xxx-xxxx. The enclosed resumé

contains more information about my credentials and experience. I sincerely thank you for your time, and I hope to hear from you soon.

Regards,

<your name>

Address

Phone

email