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Creative Ltd.

Human Resources Department

Ms. Ella Example

86 London Street

London

WC2N 5DU

Musterstadt, 20. September 2018

**Application as a Chemical Laboratory Assistant**

Your Job Advertisement from the job-center.com

Dear Ms. Example,

I am responding to your job advertisement for a Chemical Laboratory Assistant. After my Chemical studies at University College Manchester I worked at a laboratory in Munich, Germany. Together with your institution, my department worked on the Example-project. I greatly enjoyed the collaboration, and decided that working with you in the future would be best for me.

My main tasks at the company I worked at were to prepare and execute experiments, working with a variety of chemicals according to safety standards while doing so. I also worked with a special tracking-programme (X-Programme) to record all performed tests. During Example-project, that programme was implemented in your work-flow. Therefore, I am already prepared to start working on projects from day one, instead of having to be introduced to the workflow first.

I am a native German speaker and am highly proficient in English. After my graduation from secondary school I did a dual training with trade school and practical education in a large company for chemical research. There, I have acquired basic skills concerning the daily work of a laboratory. As you can see, I am well equipped for the job and not hesitant to make an effort to learn about the required techniques and fields.

I welcome the opportunity to meet with you personally.

Please find my CV attached.

Yours sincerely,

Max Mustermann



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