

# Bijou Phillips

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June 1, 2019

Dr. Leslie Sieburth  
University of Utah—School of Biological Sciences  
257 South 1400 East, Rm. 201  
Salt Lake City, UT 84112-0840

Dear Dr. Sieburth:

It is my pleasure to apply for the Laboratory Coordinator vacancy in the School of Biological Sciences at the University of Utah. As a Biology graduate at Northern Arizona University, I felt right at home in my labs. I love this environment and appreciate the learning that it inspires. It would excite me to join you in your mission to learn, work, and collaborate across levels of biological organization and styles of research.

I have 5+ years of experience in biology and chemistry lab settings. Through my studies, I have become familiar with 20+ pieces of lab equipment; I can work with them, clean and maintain them, and teach others how to use them. I understand the importance of safety and have two years of training on protocols to prevent and mitigate accidents while working with hazardous materials. I also acted as a liaison between my microbiology professor and the Biological Sciences Department administrative team, so I know how to navigate scheduling lab time.

Like the faculty in your department, I also value research and have interests in biology and anthropology. My senior project involved investigating how illegal hunting in Africa affected the size of elephant tusks. Working on this project boosted my written communication and analytical skills and taught me how to collect and analyze data. My final report was deemed strong enough to submit to *Nature* for publication.

Thank you for your time and consideration. If you have any questions, please call me at (555) 600-5543 or e-mail me at [bijou.phillips@gmail.com](mailto:bijou.phillips@gmail.com). I look forward to staying in touch.

Sincerely,

*Bijou Phillips*

Bijou Phillips