

August 31, 2016

██████████@mit.edu

Dear Dr. ██████████,

Highlights extensive training in Chemical Engineering, which is relevant to this particular job opening

I am a PhD candidate in Department of Chemical Engineering at Massachusetts Institute of Technology (MIT), and I am expected to graduate by ██████████. I received my Masters in Chemical Engineering Practice from MIT in ██████████ and Bachelors in Chemical Engineering from Indian Institute of Technology (IIT), Delhi in ██████████. I first learnt about the experience of working at the ██████████ Research and Development facility (RND) through a seminar conducted by ██████████, ██████████ in Oil, Gas & Mining. Following the seminar, discussions with ██████████ further inspired me and made me interested in pursuing career options with ██████████. I believe that the diverse portfolio of research at ██████████ will provide me a unique opportunity to build a career in cutting edge research.

The applicant has done their homework in terms of networking and finding out whether they would be a good fit for the position.

Demonstrates broad scientific expertise.

During my graduate studies at MIT, I have worked on several projects spanning the field of interface science, multiphase flows and microfluidics. My major contribution is in developing the fundamental understanding of nanoemulsion formation by explaining various factors affecting their droplet size using experimental and theoretical investigations. Further, I have recently developed novel ways to synthesize nanoemulsions for diverse applications such as oil recovery, pharmaceutical formulation, and advanced material synthesis. On several other projects, I collaborated in the capacity of lead modeler where I combined concepts of mass transfer and multiphase fluid flow to analyze experimental data. These projects resulted in successful journal publications.

Publications demonstrate success in scientific endeavors.

Refers back to strength in Chemical Engineering (paragraph 1)

I have a strong fundamental background in Chemical Engineering, as reflected from my excellent grades in core courses. I have expanded my knowledge base during graduate studies by pursuing a minor in reservoir engineering where I developed models to simulate the oil flow in reservoirs. I have also done internship projects at ██████████ Incorporated, ██████████, and ██████████, where I gained invaluable industrial experience. These projects allowed me to apply my technical knowledge to a range of topics including impurity removal in nanoporous carbon, modeling of UV curing process, developing pharmaceutical formulation of brinzolamide, and process development of a hydrotreating unit. In the process, I learned to work in teams, manage project deliverables with tight deadlines, and gained business acumen.

Demonstrates that the applicant is familiar with the environment in industry and has developed both the technical skills and the soft skills required to succeed there.

Takes initiative and is comfortable in leadership positions.

Beyond my academic endeavors, I have been involved in several student organizations, most notably Graduate Student Advisor Board (GSAB) from ██████████. I am also the founder of ██████████.com where we are creating free content for high school students in India by collaborating with MIT Open Course Ware (OCW) and Office of Digital Learning. Through these initiatives, I gained significant interpersonal and leadership skills. I have been recognized with the prestigious Hugh Hampton Young Fellowship for my scientific and community work, the first student from Department of Chemical Engineering to be awarded this fellowship in 3 years.

Award demonstrates that the applicant has gone above and beyond the average PhD candidate in terms of leadership in the community.

Reminds the reader again why this person would be a great fit in the company, both in terms of broad and strong scientific skills, and excellent soft skills.

I truly believe that I can bring value to ██████████ by leveraging my diverse background and strong scientific aptitude. My skill sets will enable me to effectively work in interdisciplinary teams at ██████████ RND.

I welcome the opportunity to speak with you further about my experiences and skills that I could bring to your company. Please feel free to contact me by phone at ██████████ or by email at ██████████@mit.edu. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

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