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July 17, 2008

Ms. Shelley Korbanov  
Intermolecular, Inc.  
2865 Zanker Road  
San Jose, CA 95134

Dear Ms. Korbanov:

The congruity of your requirements with my scientific research, publications record, and interest in your company’s technological innovations, would assure my success in the position of Senior Director of R&D that you are currently advertising. As a Ph.D-level professional with diverse and significant practical experience and strong problem-solving skills, I am confident that I would make a productive addition to your research team. In particular, the following characteristics and abilities should interest you:

Extensive experience in scientific research: My work over the past several years has built on diverse expertise in ion implantation equipment, semiconductor process applications, and the use of proprietary doping materials and chemicals. I served as primary inventor of the core products and chief architect of my company’s commercial product strategy, resulting in a new method of transistor fabrication that is being qualified for production at multiple semiconductor manufacturers.

Proven record in problem solving: My resume details a wealth of projects that focus on solving problems – from optimizing performance levels to identifying weaknesses and implementing new software.

Solid record of scholarly contributions: My record of 26 patents and 60 publications provides strong evidence that I am a productive scientist. I offer a strong interest in research, an enthusiastic approach, and a proven willingness to accept challenges and responsibility. My engineering Ph.D. from Texas A&M University bolsters my qualifications. I am an enthusiastic, self-motivated, hands-on, results-driven researcher and inventor who continuously demonstrates a high level of commitment and business acumen. I am also a strong team leader who will exert every effort to ensure that the goals of the team are met. I am quick to adapt to new environments and research techniques and technologies. I am focused on bringing my talents to an organization in which my precision, motivation, and ability to effectively prototype my ideas can be fully utilized in an R&D team-leadership position in which I can make a lasting and productive contribution. I am excited by the possibility of conducting leading-edge research and prototyping for combinatorial applications. I look forward to the opportunity to explain in greater detail how I can be effective in the advertised position. Should you have any questions, you may contact me using the information atop this letter. Thank you for your consideration.

Sincerely,  
Patricia Cotswold

Dear Mr. Greedy,

I read your advertisement published in jobsDB.com. I would like to apply as Senior Director of Research &Development in your company. I wish that my experiences and my skills are suitable with your requirements mentioned in the advertisement.

I have experienced in scientific research, publications record and innovation technology. I worked as Director of Research &Development at YHI Company. I organized and managed administration and financial matter. I have succeeded in conducting scientific research in the company. Because of my innovation, the company reached great profit. I received award from Entrepreneur National Association as Innovative Entrepreneur of The Year 2008.

I have good communication skills both oral and written. I am capable for problem solving. I am able to work in a team. I have strong leadership skills so that I am able to lead other staffs. My self-discipline will give benefit for your company.

I enclosed my resume along this letter. I am sure that I am an ideal candidate for human resource director job in your company. I wish that I will get opportunity for interview session. You can contact me at (537) 268-7648. Thank you for considering my application.

Sincerely,

Bryan Cotswold

<http://www.hcareers.com/us/resourcecenter/tabid/306/articleid/880/default.aspx>

<http://writenwrite.com/executive-cover-letter-sample-for-executive-director-position.html>