



## STEM Placements and Internships Cover Letter Example 1 – ONE PAGE MAXIMUM

(DO NOT COPY – These are guides only)

Dear Sir/Madam, *(or address them by name if it's stated on the job advert e.g., Ms. Clark)*

### **1st paragraph: Who are you and what role are you applying for?**

I am writing to apply for the 12-month placement in Junior Installation Project Manager Placement at Frontier Pitts, as advertised on the university vacancy portal. I am a second year BEng (Hons) Electronic and Computer Engineering student at the University of Brighton. I am very keen to do a placement year, as I believe this is essential and hugely beneficial for practical subjects like engineering.

### **2<sup>nd</sup> paragraph: Why are you interested in the company/role? What do they do specifically that interests you?**

*(Research the company's website, social media etc. to find out what they do, e.g., projects, events, awards, news).*

I am particularly interested in securing a placement with Frontier Pitts because you are the acknowledged leader in perimeter security equipment, including automatic gates, barriers, bollards, road blockers, for both public and anti-terrorist purposes. I was interested to read that your equipment is installed in multiple countries including the Middle East. I was particularly interested to read about your products including the latest Terra Bi-Folding Speed Gate, and Terra Quantum Bollard as I have been involved in a recent group project to create a working prototype of a security system for a gate. I would love to be part of the Frontier Pitts team, supporting the delivery of global security focused projects for your clients. As I would like to pursue a career in engineering, specifically in project management, this would be a fantastic experience.

### **3<sup>rd</sup> paragraph: What have you done in your degree that makes you suitable for the role? Look at the job advert, what skills/knowledge are they looking for? (Describe any relevant modules/projects you have done to convey your specific skills and why they should consider you).**

So far in my degree, my modules have included Electronic Computer Aided Engineering, Electrical Engineering and Technology Projects which have involved working as a part of small teams to design and build projects to pre-defined specifications. For example, I took on a leadership role in a group project where we were working on power system components and researching and designing a distribution system. I particularly enjoy the exchange of ideas and identifying different ways to approach the same problem. This course contains many programming elements focusing mainly on C (also VHDL/Assembly) as well as embedded system design and control modules that deal with the more practical side of electronics including Arduinos and PIC microcontrollers. I have used my AutoCAD skills to design a circuit board for an alarm system and I am eager to strengthen and develop my technical ability in this area throughout the placement year.

### **4<sup>th</sup> paragraph: What professional experience do you have? (e.g., part time work/volunteering/internships/shadowing etc.) What skills/knowledge have you gained from these? (e.g., communication, teamwork, problem solving).**

Alongside my studies I have gained experience in retail and hospitality, which has given me valuable experience of working in a professional environment where customer service is a focus. I currently work part-time as a Sales Advisor in a busy department store, where I have shown excellent communication and problem-solving skills, when dealing with customer returns and complaints. My team working skills, initiative and adaptability will be useful for this placement role as a key aspect is being clients' first point of contact and responsible for important updates and communication.

I hope you find my CV of interest. Thank you for considering my application and I look forward to hearing from you.

Yours faithfully *(or 'Yours sincerely' if you're using a person's name),*

YOUR FULL NAME

## STEM Placements and Internships Cover Letter Example 2 – ONE PAGE MAXIMUM

Dear Sir/Madam, *(or address them by name if it's stated on the job advert e.g., Ms. Clark)*

### **1st paragraph: Who are you and what role are you applying for?**

I am writing to apply for the 'Associate Analytical Development Scientist Placement Year' with Quotient Sciences, as advertised on your website. I am a 2nd year BSc (Hons) Biological Sciences student at the University of Brighton, aiming to expand my skills, work in my field of choice, and learn from industry professionals within a placement.

### **2<sup>nd</sup> paragraph: Why are you interested in the company/role? What do they do specifically that interests you?**

*(Research the company's website, social media etc. to find out what they do, e.g., projects, events, awards, news).*

Quotient Sciences advertises a fast-paced and people-oriented company culture, which excited me from first glance. I have found through my studies and laboratory experience that I appreciate working and communicating with other scientific-minded people and would love to work at a location which fosters such teamwork and growth. Quotient's commitment to improving patient care is also clear through your work on every major dosage form. I personally really enjoyed reading about the challenges associated with developing modified release tablets, especially the one developed in 2021 to support the release of a poorly water-soluble drug. I am particularly interested in the response of the human body to drugs designed to combat diseases; I explored this in depth in my Infection and Immunity module, where we studied conditions such as cystic fibrosis under the microscope in the lab and studied their body defence pathways.

### **3<sup>rd</sup> paragraph: What have you done in your degree that makes you suitable for the role? Look at the job advert, what skills/knowledge are they looking for? (Describe any relevant modules/projects you have done to convey your specific skills and why they should consider you).**

Whilst on my degree I have had significant laboratory experience; I have been developing my skills in immunological methods to detect microbial antigens alongside how to isolate and characterize both microorganisms and components of the immune system. Subsequently I have developed knowledge of extrapolating data and analysing data reports and am confident in recording data in Excel as well as being able to carry out data analysis in Jamovi software. As part of my degree, I have also been introduced to key principles of Ecology, learning how to collect and analyse data ranging from sediment type and density to water quality and identifying organisms. The analytics and development role excites me in particular because of my interest in clinical science and my love for reading through and writing protocols and reports.

### **4<sup>th</sup> paragraph: What professional experience do you have? (e.g., part time work/volunteering/internships/shadowing etc.) What skills/knowledge have you gained from these? (e.g., communication, teamwork, problem solving).**

I currently work as a Student Reviewer at my University, which involves diligently reviewing different courses' validation and periodic reports. I enjoy work like this, as well as working on laboratory reports, because it allows me to truly understand the details of how something works. I also have experience working in a laboratory environment having completed an internship at a local clinical laboratory. My internship allowed me to experience working alongside more senior laboratory workers, as well as handling and processing patient samples. I feel like this has prepared me for further laboratory work as I understand lab safety, cleanliness, and communication protocols, as well as the importance of performing laboratory work diligently. In addition, from my professional experience gained within retail I have also developed very strong interpersonal, teamwork and problem-solving skills which I am aware are desired for this role.

I have attached my CV for further information. I look forward to hearing from you.

Yours faithfully *(or 'Yours sincerely' if you're using a person's name),*

YOUR FULL NAME

### **REMEMBER!!**

- Use spell check and a commonly used font – e.g., Calibri 11-12pt and one page maximum.
- When you see a role advertised, you will often (but not always) be asked to submit a cover letter with your CV to apply. Make sure you read the application instructions and get in touch for any help you need at [stemplacements@brighton.ac.uk](mailto:stemplacements@brighton.ac.uk)