

**[Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Job Title]

[Biotechnology Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Lab Manager position at [Company Name], as advertised on [Platform/Source]. With a strong background in [Specific Field, e.g., Molecular Biology/Genomics] and [Number] years of experience managing high-throughput laboratory environments, I am confident in my ability to streamline operations and support your team's innovative research goals.

In my previous role at [Previous Company/Institution], I successfully oversaw [List Key Responsibilities, e.g., equipment procurement, safety compliance, and budget management]. I implemented a [Specific System/Software] that increased operational efficiency by [Percentage] and ensured full adherence to [Specific Regulations, e.g., GLP/CLIA/ISO standards]. My approach combines rigorous technical oversight with a commitment to maintaining a collaborative and safe laboratory culture.

[Company Name]'s recent work in [Specific Research Area/Project] aligns perfectly with my expertise in [Specific Technical Skill]. I am particularly impressed by your commitment to [Company Value or Goal], and I am eager to apply my skills in inventory management, vendor relations, and staff mentorship to help advance your pipeline.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in laboratory leadership can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]