

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title/Search Committee Chair]
[Department of Microbiology / Institute Name]
[Organization/University Name]
[Address]

Dear [Dr./Mr./Ms.] [Recipient Last Name],

I am writing to express my strong interest in the Microbiology Research Lab Manager position at [Organization Name], as advertised on [Source of Advertisement]. With a robust background in [Specific Field, e.g., Molecular Microbiology/Pathogenesis], [Number] years of laboratory experience, and a proven track record of operational oversight, I am confident in my ability to support the research goals of the [Name of Principal Investigator] Laboratory.

In my previous role at [Previous Organization], I successfully managed daily laboratory operations, including biosafety compliance (BSL-2/3), procurement of specialized reagents, and the maintenance of sophisticated instrumentation such as [List Key Equipment, e.g., Flow Cytometers, NGS Platforms]. I have experience mentoring junior researchers and ensuring that all experimental protocols align with institutional and federal regulatory standards.

My technical expertise includes [List Relevant Techniques, e.g., Microbial Culturing, CRISPR/Cas9, PCR Optimization, and Bioinformatics]. Beyond the bench, I am adept at budget management, grant reporting, and fostering a collaborative environment that balances rigorous scientific inquiry with efficient resource management. I am particularly drawn to [Organization Name] because of your recent work regarding [Mention a specific research area or project].

I am eager to bring my organizational skills and technical proficiency to your team. Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can contribute to the continued success of your research programs.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]