

Inquiry Letter Sample for Research Internship in Biotechnology

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position, if known]
[Department/Research Group]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Dr./Professor/Recipient's Name],

I am writing to express my interest in obtaining a research internship position in the field of biotechnology at [Institution/Organization Name]. I am currently a [Your Year, e.g., third-year] undergraduate/graduate student pursuing a degree in [Your Major, e.g., Biotechnology/Molecular Biology/Biochemistry] at [Your University/College]. I am enthusiastic about expanding my practical experience in biotechnology research and would be honored to contribute to your esteemed research group.

My academic background has provided me with a solid foundation in biotechnology-related subjects such as [list relevant courses, e.g., molecular biology, genetic engineering, cell culture techniques]. Additionally, I have developed key laboratory skills including [mention techniques/lab skills, e.g., PCR, gel electrophoresis, spectrophotometry], which I believe would be valuable for ongoing projects in your lab.

I am particularly interested in your group's work on [briefly mention specific research topic or project if known], as it aligns closely with my passion for [state specific research interest, e.g., genetic engineering, drug development, plant biotechnology, etc.]. I am eager to learn from your team and contribute to meaningful scientific advancements. My strong work ethic, attention to detail, and enthusiasm for research make me a dedicated team member.

I have attached my curriculum vitae for your review. I would be grateful for the opportunity to discuss potential openings for internships or to provide any additional information that may assist in your selection process. Thank you very much for considering my inquiry. I look forward to hearing from you.

Sincerely,
[Your Name]