To Whom It May Concern,

I wrote this letter in the hope that you may be able to help me by writing a letter of recommendation in my behalf. As my former employer in the Umbrella Corporation, you are in the proper position to judge my performance as a chemist and your evaluation of my performance will be of great assistance to my goal of seeking a job fit for my skills and qualifications.

I have worked directly in one of your laboratories for three years. The scope of my work included facilitating the testing and screening of new drugs, evaluating their effectiveness and determining their positive and adverse effects on the subjects. Apart from ensuring the safety and the potency of the new drugs, I was also responsible for documenting and reporting the specific confidential findings to the laboratory supervisor. It would be especially useful on my part if you would mention the significant contribution that I have made on the Mayfor-Ares project.

I would like to thank you in advance for your essential participation in helping me acquire my desired position and for assisting me in my career growth.

Sincerely,

Ms. Aria Joyce Bries