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Ms Jane Lim, HR Manager
Human Resource Department
ABC Healthcare
90 Orange Road, S654321

Dear Ms Lim,

Application for position of Management Associate

I am a Life Science graduate of the National University of Singapore, and I am writing to apply for the position of a Management Associate in ABC Healthcare. I recently attended the campus recruitment talk by ABC and had the opportunity to speak to Mr John Tan, the H.R. Manager. He shared with me many insights on the role of Management Associates, which intrigued me. I have also read that ABC is expanding its joint venture with XYZ Medicine International, a global leader in oncology, to advance cancer care in Singapore. ABC has exceptional appeal for me because of its vital mission to improving healthcare and reducing illness through research and continuous learning. I am keen on applying the problem-solving, analytical, and communication skills I have honed in my undergraduate studies to contribute to ABC's growth.

I have developed strong research and analytical skills from the research projects undertaken during university. I am trained in several microbiology laboratory techniques such as immunoassays and cell cultures. Specifically, the supervisor overseeing my Final Year Research Project wrote a letter of recommendation complimenting me for being a thorough researcher, taking a meticulous and rigorous approach to ensuring experimental accuracy.

I am comfortable taking up leadership roles, having led 15 committee members of the Life Science Society in the publicity of recruiting 30 new members during the Freshman Orientation week. Nominated to be a Peer Advising Leader for the International Relations Office, I have facilitated activities for more than 200 incoming exchange students from universities around the world.

I am inspired by ABC's tireless commitment to providing quality healthcare that is patient-centric, and I am excited to be part of your organisation. I believe that working as a Management Associate in your organisation will allow me to apply my rigorous analytical training to help ABC generate resolutions to advancing our standards of healthcare.

Thank you for taking the time to review my application. I have enclosed my resume and would greatly appreciate an interview opportunity with ABC to discuss my suitability for the position further. I can be contacted at XX (contact number) or through email at YY (email address).

Yours Sincerely,
Brandon Tan Ah Seng