

Lab Technician cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Lab Technician position at [Organisation name]. I have seven years of experience in clinical laboratories, currently in the biochemistry and immunoassay section of an NABL-accredited diagnostic lab in Indore that processes around a thousand samples a day.

I run and maintain fully automated chemistry and immunoassay analysers, perform daily calibration and quality control, and review results before they go to the pathologist for sign-off. When our external quality assessment results showed a consistent bias on one thyroid test, I worked with the service engineer and the quality manager to trace it to a calibration issue, documented the corrective action and confirmed the fix in the next survey cycle. I also helped prepare the section for two NABL surveillance assessments without any major finding.

I train new technicians on sample handling, analyser operation and documentation, and I manage reagent inventory to avoid both shortages and expiries. I am comfortable with the laboratory information system and turnaround time reports.

My notice period is thirty days. I would welcome the opportunity to discuss your laboratory's needs.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior Lab Technician position at [Organisation name]. I have just completed my B.Sc. in Medical Laboratory Technology and finished a six-month internship in the clinical laboratory of a district hospital in Odisha.

During the internship I rotated through haematology, biochemistry, microbiology and the sample collection room. I collected venous blood samples, ran complete blood counts on a five-part cell counter, prepared and stained peripheral smears and performed routine urine examinations. In biochemistry, I helped run daily internal quality control and plotted Levey-Jennings charts. When a glucose control drifted outside limits two days in a row, I reported it to the senior technician, who found a deteriorated reagent lot, and patient testing was paused until a fresh lot was calibrated.

I follow biosafety practices carefully, including correct disposal of sharps and biomedical waste under the colour-coded system, and I label every sample before it leaves the patient's side. I can enter results into a laboratory information system accurately.

I can join immediately and I am willing to work night shifts. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Name the sections and analysers you have worked on, such as haematology, biochemistry, microbiology or QC instruments, because lab managers hire for specific benches.
- Mention quality control and accreditation experience, such as daily QC, external quality assessment or NABL and NABH audits, which signals that your results can be trusted.
- Describe one time you caught an error or deviation before it affected a patient report or a batch release; it shows judgement better than a list of tests.
- State your shift availability and attach your qualification and registration certificates only if the advertisement asks; never share patient data or lab reports as samples.