

# Writing a Successful Application for NIH Intramural Research Training Programs

Advice from the NIH Office of Intramural Training & Education (OITE)

## Basic Principles:

Before you begin assembling your application:

- Read the eligibility criteria carefully; don't waste time preparing applications to programs for which you will not be considered.
- Read all of the FAQs.  
Postbac IRTA –  
[https://www.training.nih.gov/resources/faqs/postbac\\_irta](https://www.training.nih.gov/resources/faqs/postbac_irta)  
Summer Internship Program (SIP) -  
[https://www.training.nih.gov/sip\\_faqs\\_2019](https://www.training.nih.gov/sip_faqs_2019)
- Follow all of the links on the Web site. Those links were included because someone in the training program office thought they had information that would be useful to you.
- Visit the OITE training programs page for more resources. You will find an “Eligibility Wizard”, information on the different programs and links to videos on applying successfully to the NIH programs at  
<https://www.training.nih.gov/programs>.

Read and follow all directions.

- If the directions for the cover letter ask you to discuss four points, make certain that you address all four.
- If you are asked to list all the courses you have taken and the grades you received, do not just list science courses.

Timing: For the Postbac IRTA program, you are encouraged to apply six to nine months before you wish to begin training at the NIH. For SIP, note the application deadline. Never submit your application at the last minute. Here's why:

- Editing and polishing your application is important, and it takes time.
- Many investigators start searching for summer interns well before the application deadline. The sooner your application is in the database, the better your chances of being selected for a position.

Ensure that everything you submit is grammatically perfect, clearly expressed, and neatly organized. This is absolutely essential!

- Write a draft, edit it repeatedly, and ask someone whose judgment you trust to read it and make suggestions for improvement.
- For security reasons, our Web-based applications accept only plain text inputs. The only tools you will have for formatting will be capital letters, spaces, hard returns, and characters on the keyboard such as - or \*. Bold, italics, tabs, Greek letters, and other fancy formatting will be stripped away or, worse still, they may be replaced by other, meaningless characters.
- Compose and polish sections for an electronic application in a word processor (or, to see how it will translate to our system, a plain text editor such as Notepad or TextEdit) and then, when they are perfect, paste them into the application.

Tailor the elements of your application to the program for which you are applying even if this means writing multiple cover letters or resumes.

- The medical school recommendations that are on-file at your school will probably not address the issues that are important to a biomedical research training program, *e.g.*, your technical skills, your ability to trouble-shoot experiments in the lab. Ask for a second set of letters.
- Your personal statement for graduate or medical school is not a cover letter.

Search for and contact investigators whose work interests you.

- Applications are placed in an application database. Investigators have access to the database and can search it using almost any application field. You can greatly increase your chances of being selected by contacting investigators directly.
- Before contacting PIs, do your research. Learn about what they study in their groups. Then, when you write your initial e-mail, reference their work and why it interests you.
- Your initial e-mail should be succinct. Introduce yourself and say what program you have applied through. Express your interest in the work and mention any experience you have. Be specific about what you can bring to the group. Attach your CV or resume to your initial e-mail.

**Make certain that all of the information you submit is accurate. Supplying fraudulent information will eliminate you from consideration for a program.**

## Components of an NIH Application:

- Contact information
- A cover letter
- Your resume or CV
- Letters of recommendation
- A transcript or list of courses and grades

Individual investigators who review your application are trying to find the individual(s) who will fit most comfortably into their programs or groups and make the most significant contributions to ongoing projects. Depending on their personal preferences they are likely to be looking for individuals who speak and write well, who have some prior successful research experience, who think about science in a mature way, who are creative, who take the initiative and are self-motivated, and/or who work well in teams. Your job is to use each element of your application to demonstrate the skills, aptitudes, interests, and experiences that would make you an outstanding choice.

**Contact Information:** Why would we even take the time to discuss your contact information? It is important that you provide e-mail and mailing addresses and a phone number that will permit program staff to contact you. What else is there to say? Surprisingly, many applicants to training programs provide contact information that is less than professional. Do you really want the individuals who will be evaluating your application to think of you as “yuppieguppie07” or “DrHoney”? Do you want an investigator who is calling to offer you a position to hear the message that seemed so clever when you recorded it on your voicemail to amuse your friends? This program is very competitive. You want to give yourself the best chance possible to succeed. Also, be sure to list an e-mail account that you will have access to. If you are graduating, your school may close your school e-mail account or you may get out of the habit of regularly checking that account.

**Your Cover Letter:** Your cover letter is your opportunity to “speak” persuasively to those who read your application.

- Scientists are busy people. Keep your cover letter brief, focused, and succinct; it should be no longer than two pages. Say what is important, but nothing more.
- Tailor your cover letter to the particular application you are completing. Why do you want to participate in this specific program? How do your skills and experiences make you the perfect match for the program? Show that you have done your homework.
- Do not present material that is included in your resume except perhaps to highlight your major accomplishments.
- Describe realistic expectations for the training experience you are seeking.

- Pay particular attention to the way in which you describe your research interests. NIH investigators select their own trainees. It is likely that many of them will search the application database for individuals with whom they share an interest. If you are willing to work on several areas, it might be useful to mention them all specifically to increase your chances of a “match.”
- Be specific. Remember that examples, stories, and details are likely to stick with the reader. It is better to provide an example that illustrates your ability to work in a team than to state that you are a team player.
- Comment on your long-term educational and scientific goals and how the program might help you in meeting them.

**Your Resume or CV:** This document should be a concise (no more than two-pages at this stage in your career) summary of your educational and professional history.

- A general format is
  - Contact information
  - Education – degree, field, institution, and date for each degree you have completed
  - Professional/work experience – include volunteer experiences if they are relevant. For each specify the dates, location, and your supervisor, again, if relevant. You may wish to list the skills you acquired during scientific training experiences and any mentoring or supervising you were asked to provide.
  - Honors and awards
  - Community service/leadership experience
  - Publications and presentations
- Use formatting or spacing on the page to make your resume/CV easy to read. The reader should be able to find important information quickly. The document should not have such a small font and dense presentation of the information that the reader is discouraged just looking at it. Try putting an extra hard return between sections.
- Be judicious about what information you include. As you get older, childhood accomplishments will become less important. In general, once you have completed college, you would mention high school accomplishments only if they demonstrated a particularly important facet of your personality.
- Refrain from including hobbies or “Objectives.” If your goal or objective is simply to obtain a spot in a training program, that fact is already apparent from your submission of an application.

**Letters of Recommendation:** Individuals who are evaluating applicants to a research training program are trying to identify those individuals who are most likely to complete the program successfully and who look as if they will make the greatest contributions. Letters of recommendation can provide insights into your prior successes and comments on your potential future contributions.

- If you are applying to a scientific program, the best references will come from scientists. NOTE: this means that meeting and cultivating potential references is something you should always be doing.
  - Individuals who have worked with you in a research setting are excellent choices for references.
  - Senior scientists will be more credible than graduate students.
  - A recommendation from someone who knows you personally will carry greater weight than one from a faculty member who can comment only on your performance on tests.
  - Science faculty will be preferable to faculty in the humanities who will be preferable to your minister or rabbi.
- **Never** ask a family member to write a letter on your behalf.
- When you ask an individual to serve as a reference, also ask him/her if the letter will be supportive or positive. This is somewhat embarrassing, but it is far better than having a negative letter submitted.
- Provide your references with a current copy of your resume/CV; a description of the program(s) you are applying to; and perhaps suggestions of areas you would like them to address in their letters.

**Lists of Courses and Grades:** At this time in your life it is probably sensible to order several transcripts from each institution you have attended, especially those at which you have completed degrees. You will not be asked for a transcript when you apply for an NIH intramural research program. However, if you are selected for a position you will be required to provide an official transcript to the Institute in which you will work.

You will be asked to submit a list of courses and grades. This is one more chance to demonstrate your ability to organize information and follow directions.

- Think carefully about how you will organize and format the information, again, to make it easy for the reader to follow.
- Check to see that your organization has been retained during the submission process, and fix any glitches.
- Submit grades for all courses you have completed. Scientists must write well. We will be pleased to see that you have earned good grades in English as well as in chemistry.
- List the courses in which you are currently enrolled and update your application as you complete additional courses.
- If you have just moved to a new education level, *e.g.*, if you are a freshman in college, figure out how to communicate some information on your high school grades in this section.

**To Reiterate:**

**Start early.**

**Follow directions.**

**Tailor your application to the program to which you are applying  
Edit, proofread, and ask friends to proofread your application.**

**A word of caution:** Your public profiles on the Internet (Facebook, LinkedIn, etc.) can and will be used by potential employers. This includes investigators in the Intramural Research Program of the NIH. Be judicious about what you display. Once something is on the Internet, it never really goes away. It is a good idea to Google yourself and change or delete any material that makes you look unprofessional. You will want to do this BEFORE you submit your applications!

**GOOD LUCK!**

We have included some examples of good cover letters (#1 and #4) and some not so good letters (#2 and #3) below as well as a model CV. We have also included an example of a good initial e-mail to an investigator about a position in his/her group from a prospective summer student (A) and a prospective postbac (B).

## Cover Letter 1

I am a current senior at X University majoring in Biology and History, with a minor in Chemistry. After graduating in May of 2007, I would like to spend a year pursuing my research interests at the NIH. As a junior, I learned about the Postbaccalaureate IRTA program and the great wealth of research opportunities available through the program. Since that time, I talked with several X graduates about their experiences with the program, and all discussed with me their enthusiasm and appreciation for what the program taught them, and how their experiences at NIH enriched their skills and interests in research. Through my four years of research experience at X, I have grown increasingly dedicated to expanding my knowledge and abilities in the field of research. I hope that given the opportunity to work as a Postbaccalaureate IRTA trainee, I can continue to pursue these goals.

I spent my first year at X under the direction of Dr. A., working on imaging cells infected with *Leishmania donovani* in order to analyze the accumulations of inorganic and organic osmolytes following infection. I enjoyed my work in the group, and the summer following my freshman year, through the Y program, I began research in Dr. B's cell biology laboratory in the X University Medical Center. Since then, I have dedicated several independent study credits to this lab. My research has focused on the heat shock protein, GRP94 (gp96), which acts as a tumor antigen to induce anti-tumor immune responses, a process requiring receptor-mediated activation of antigen presenting cells (APCs). The unique receptor for GRP94 functioning in APC activation is currently under dispute, and was the focus of my research aims. I have implemented indirect immunofluorescence and flow cytometry methods in order to examine binding, colocalization and trafficking patterns of GRP94 and speculated receptor ligands. Other techniques I have had experience with in the laboratory include PCR, SDS PAGE, stable-cell transfection and gel electrophoresis. I am currently working on a senior thesis focused on this research.

Through my four years of research experience in college, I have grown increasingly interested in a wide variety of research areas, but particularly in cancer biology and immunology. I would like to spend the next year working on the translational or clinical applications of research focused on cancer immunology, tumor antigens, vaccine development, tumor metastasis and/or immunotherapy. Along with these interests in a wide variety of cancer and tumor related research areas, I would also enjoy pursuing research on heart disease, stem cells, drug development, epidemiology, and other disease-specific research areas. After spending a year pursuing these research interests, I would like to attend medical school. I think the Postbaccalaureate IRTA program would be a great opportunity for me as someone who would like to take a year before entering medical school to expand my knowledge and to make a meaningful contribution to an area of science that is of particular interest to me.

## Cover Letter 2

My research interest is in HIV/AIDS. I would like to continue getting higher degree in bioinformatics so I can develop up to date research skills. NIH is one of the leading institutions in genomic research therefore I would like to be part of this group.

## Cover Letter 3

I am a very good listener; moreover, I believe that a good listener makes fewer mistakes in life. I am a very hardworking young man and I love working with different people; in fact, I believe in teamwork because I tend to learn more while working as a team. I am very observant; it helps me to gain more experience in any thing I set my hands to do.

My goal is to go into medicine perhaps a surgeon where I can use my hands and make money. I want to come to the NIH for the summer where I can learn the techniques that will help me in curing cancer.

## Cover Letter 4

I am writing to apply for a position in the Postbaccalaureate Intramural Research Training Award Program at the National Institutes of Health. I learned of this opportunity through the Health Careers Office at X University, and my interest was piqued by discussion with current program participants. I am a 2007 graduate of the X chemistry department with classroom and laboratory experience focused in physical chemistry. As an aspiring M.D./Ph.D., my desire is to apply my strong knowledge of this field to an area of medical interest. I believe that the NIH, with its broad range of research topics and commitment to cutting-edge techniques, would provide the best opportunity for channeling my skills into this specialized area of medical research.

As a chemistry concentrator at X, I covered a broad range of course material, ranging from the physical to the biological. I spent four full years as a research assistant in a physical chemistry laboratory. Over the course of this position, tasks included optical alignment, x-ray and UV spectrometry, and liquid sample preparation. I also had the unique opportunity to prepare an optical arrangement for a project at the Y Linear Accelerator and to observe both the installation and data collection revolving around this setup. My summer position as an organic chemistry teaching assistant provided experience in organic syntheses and techniques. Biology courses introduced such techniques as DNA manipulation and extraction, cross-breeding of fly stocks, and obtaining physiological data. My wide range of laboratory experiences, paired with my long-term position in research, has made me a well-rounded researcher with the facility to learn new techniques.

My experiences as a researcher also vary widely with respect to personal communications. Interactions ranged from educating elementary school students to communicating on a personal basis with professors and graduate students in the laboratory. My time as a clinical researcher, as well as time spent shadowing a surgeon, has given me the opportunity to connect with patients and research subjects on a personal and information-sensitive basis. My wide range of interactions has given me the combination of confidence and compatibility necessary to work effectively with people in a research setting and maximize productivity.

I believe that my experience as a researcher and scientist would make me an asset to the IRTA program. I would appreciate an opportunity to discuss my qualifications as well as the best way to channel my experiences into the medical field. I am easily reached by cell phone or by e-mail. Thank you for your consideration, and I look forward to hearing from you.



# ANGELICA MARIE GARCIA

STREET ADDRESS • CITY, STATE ZIP CODE  
PHONE NUMBER • E-MAIL ADDRESS

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## Education

California State University, Long Beach (CSULB)

*Majors: Biology, Option Physiology*

*Minor: Chemistry*

**B.S.** - May 2007

## Relevant Coursework

Molecular Cell Biology

Immunology

Research Methods

Mammalian Physiology (lab)

Genetics

Biochemistry

Biostatistics

Developmental Biology

Organic Chemistry (+ lab)

Renal & Respiratory Physiology

General Chemistry (+ lab)

## Research Experience

2007 – present

**Postbaccalaureate Intramural Research Training Award (IRTA) Fellow**

National Human Genome Research Institute, Bethesda, MD

Rare inborn errors of metabolism. Dr. Meral Gunay-Aygun, Principal Investigator

2006 – 2007

**Research Initiative for Scientific Enhancement (RISE) Fellowship Scholar**

California State University, Long Beach, CA

Analysis of binding specificity and affinity of human anti-Candida antibody; collection and purification of Candida mannan. Dr. Mason Zhang, Principal Investigator

Summer 2006

**University of Puerto Rico Research Program**

Isolation of cancerous cells

## Honors and Awards

2007-present

IRTA Post-baccalaureate Fellowship (NIH)

2007

NCAA First Team All-American Water polo

2006

NCAA Degree Completion Scholarship

2006

RISE Fellowship Scholar

2006

Dean's List

2006

Who's Who All-College Student

2004

MPSF First Team All American Water polo

2000-2004

MPSF Player of the Week

## Professional Memberships

Member, American Association for Cancer Research (AACR)

CSULB Chicano and Latino Health Organization

## Technical Skills

- Bacterial and yeast Isolation
- Antigen purification
- Gene Sequencing
- Tissue Culture
- Real Time Polymerase Chain reaction (RT-PCR)
- Gas Chromatography/Mass Spectrometry (GC/MS)
- Small animal research
- Analytical method development

## Posters

Lai, Christopher C., El Kazzouli, Said, Phillips, Lawrence R., **Garcia, Angelica M.**, Marquez, Victor E., Kelley, James A.; Analytical Strategies for the Rapid Characterization of Diacylglycerol-Lactone Combinatorial Libraries Utilizing Mass Spectrometry. 55th Annual Conference of the American Society for Mass Spectrometry, Indianapolis, IN, June, 2007.

Adams, David, Edwards, Hailey, **Garcia, Angelica M.**, Font-Montgomery, Esperanza, Huizing, Marjan, Choyke, Peter, Heller, Theo, Mohan, Parvathi, Daryanani, Kailash, Guay-Woodford, Lisa, Gahl, William A., Meral Gunay-Aygun; Sequencing of PKHD1 in Autosomal Recessive Polycystic Kidney Disease/Congenital Hepatic Fibrosis (ARPKD/CHF). Annual Conference of the American Society of Human Genetics, San Diego, CA, October, 2006.

## Conferences

Hermansky-Pudlak Syndrome Conference, Caguas, PR, fall 2007  
American Association for Cancer Research, Washington, DC, fall 2006

## Community Outreach

2007	NCI-Frederick Elementary Outreach Program
2007	Food & Friends Organization
2006-present	IRTA Post-baccalaureate Committee Member
2006-2007	Elementary Outreach Program/ 5th grade team
2003-2004	Frederick Memorial Hospital (FMH)
2003-2004	Long Beach Memorial- Children's Hospital
2003-2004	Clinical Care Extender- Hoag's Hospital (Newport Beach, CA)

## Special Interests

Reading, water polo, dancing, swimming, travel, languages, and I like challenges

## Languages

Fluent in Spanish; reading knowledge of Italian and Portuguese

## Contact E-mail A

Hello Dr. Science,

My name is Applicant Student, and I am a first year student at Presitige College. I am applying to be a summer intern at the NIH studying topics in molecular biology and came across the description of your lab's research regarding TRAIL. I had just read the 2007 Du et. al. paper about GAPDH's function in TRAIL induced apoptosis in thyroid cancer cells and had been curious as to what other research was being done regarding TRAIL as it appears to be very promising for cancer therapy. I would love to be able to help study the ligand in any way that I can.

Although I am only a freshman, I already know that I have a passion for science, specifically for biological science (see attached résumé). Even before starting college, I wanted to immerse myself in biological research, working in a lab at the NIH for two summers and a fall studying genome instability. I am currently one of six students in the freshmen class who placed into a higher-level molecular biology class comprised of upperclassmen and plan to declare a major in molecular and cellular biology. In high school, I was a Siemens Competition in Math, Science and Technology semifinalist my senior year and was the Best of Fair alternate (equivalent to third place among all projects in all areas) in the Virginia State Science and Engineering Fair my junior year. Perhaps more importantly, I have always had and still have an insatiable curiosity and the need to question everything.

As a student, I recognize that my primary role is to learn. However, I also feel that I can contribute to a lab. As an extremely hardworking and self-motivated individual, I know that I will put maximum effort into my work. When I worked at the NIH previous years, I was known for putting in extra hours both conducting experiments in the laboratory and reading papers at home. Also, having presented and answered questions about my research work in lab meetings and in branch meetings at the NIH, I recognize the importance of understanding and being actively involved in the direction of studies. If given the opportunity to work in your lab this summer, I do everything in my power to be a positive contributing asset and not a liability.

Sincerely,  
Applicant Student

## Contact E-mail B

Dear Dr. Science,

I am writing to express my interest in the Postbaccalaureate IRTA Fellowship Program and to inquire whether your lab will be accepting any IRTA fellows next fall. I am very interested both in your work characterizing the regulatory role of cbl proteins in EGF receptor function and in your exploration of TNF receptors in normal and transformed epithelial cells. I believe my strong academic background, extensive laboratory experience and passion for research make me a strong candidate for your laboratory.

I am currently a senior at Stellar University pursuing a BS in chemical engineering, with a focus on the application of chemical engineering principles to biological problems. The chemical engineering program at Stellar University has taught me how to think critically about complex problems in a way

that few other undergraduate programs emphasize, while also allowing extensive coursework in biochemistry and molecular biology. In addition, I have spent the past 2+ years as a research assistant under Dr. Esteemed Colleague in the Stellar Department of Neurosurgery exploring the factors involved in regulating neural progenitor cell proliferation and differentiation. Last summer, I had the opportunity to take my interest in cell proliferation and cell growth and apply it to cancer research as a summer intern in BioPharma's Department of Molecular Oncology. My work at BioPharma focused on correlating Aurora kinase inhibition with tumor growth inhibition in a xenograft model. Having experienced cancer research from a translational approach, I relish the opportunity to participate in research such as yours that explores cancer biology from a more mechanistic molecular perspective.

I am eager to have the opportunity to become a member of the NIH research community. The attached CV and my online application should provide more information about my qualifications. I can be reached by phone at 555-555-5555 or by email at [myemail@stellar.edu](mailto:myemail@stellar.edu). Thank you for taking the time to review my application. I will contact you in two weeks to see if you need any further information.

Sincerely,

Prospective Postbac