***Instructions****: Insert the job ad where indicated (replacing the brackets and enclosed text), and then also paste in all your relevant experience statements in a numbered list where indicated (again, removing brackets and enclosed text). Then copy the entire text below the dashed line including your additions and the final paragraph, and paste that into the ChatGPT input box. You can then refine the resulting SOQ generated by ChatGPT by requesting specific modifications, such as:*

*“Modify the paragraph to emphasize my immunology background”*

*“Emphasize my recognition of the importance of being a good team player”*

*“Transform this into a cover letter”*

Insert required information as directed and copy and paste entire contents between the dashed lines into ChatGPT

Create a Summary of Qualifications (one paragraph) that demonstrates why I'm qualified for the job below, using the experience statements I provide. Here's the job ad:

*[insert job ad here]*

Here are my relevant experiences:

*[insert numbered list of relevant experience statements as a numbered list here]*

Write the paragraph leading with strongest technical skill modified by an important business or social requirement, followed by accomplishments that reinforce my strengths and end with a strong closing statement. Make it about 125 words or less.