

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Organization/University Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for research projects within [specific department or lab] at [Organization/University Name]. With a strong background in [your field of study/area of expertise], along with my passion for [specific research topic], I believe I would be a valuable addition to your team.

I graduated with a [Degree Type] in [Your Major] from [Your University] and have gained [relevant experience or qualifications]. My research experience includes [briefly describe previous research experience, methodologies used, and outcomes]. Additionally, I have developed skills in [list relevant skills or techniques], which I believe align with the ongoing projects at [Organization/University Name].

I am particularly drawn to [mention any specific project, area of research, or faculty member's work]. I am eager to contribute novel insights and collaborate with fellow researchers to explore [specific research goals]. I am confident that my background and enthusiasm make me a great fit for your team.

I have attached my CV for your review, which details my academic achievements and research experience further. I would appreciate the opportunity to discuss how I could contribute to your ongoing projects and collaborate effectively with your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]