

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

Dear [Recipient's Name],

I am writing to express my interest in the research position [Job Title] at [Department/Organization] as advertised [where you found the position]. With a background in [Your Field/Expertise] and a strong passion for [Specific Area of Research], I am excited about the opportunity to contribute to your team.

I have completed my [Degree] in [Your Major] at [Your University] and have gained valuable experience in [relevant skills or experiences]. My previous work at [Previous Organization/Project] allowed me to [specific achievement or responsibility], which has prepared me to undertake the responsibilities of this position.

I am particularly drawn to [specific aspect of the research or organization], and I am eager to bring my skills in [relevant skills or methodologies] to [Department/Organization] to help advance its goals in [mention specific research focus or project].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for more details on my background and experiences.

Sincerely,  
[Your Name]