

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Title]
[Department]
[University of California, Los Angeles]
[Address if available]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Research Assistant position in the [specific department or lab name] at UCLA, as advertised [mention where you found the job posting]. I am currently a [your year, e.g., junior/senior] majoring in [your major] at [your university], and I am eager to contribute to the innovative research being conducted at UCLA. Throughout my academic career, I have developed strong skills in [mention relevant skills or experiences, e.g., data analysis, laboratory techniques, etc.], and I am particularly drawn to [specific research or topic related to the position]. My previous work with [mention any relevant experience or project] has equipped me with a solid foundation in [relevant techniques or theories], and I am confident in my ability to contribute effectively to your team.

I am particularly impressed by [mention any specific research or achievements of the lab or faculty], and I believe that my background in [mention any specific relevant experience] aligns with the goals of your research. I am excited about the opportunity to collaborate with a team of scholars and contribute to groundbreaking findings in [mention specific area of research].

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further and am available at your convenience for an interview. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]