

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

Dear [Recipient Name],

I am writing to express my interest in the research position that was recently advertised on [where you found the job listing]. With my background in [your field of study], and a strong passion for [specific research area], I am excited about the opportunity to contribute to [specific project or area of research] at [Institution/Organization Name].

I hold a [Your Degree] in [Your Major] from [Your University] and have accumulated [number] years of experience in [related experience or skills]. My previous research at [Previous Institution/Organization] focused on [briefly describe your research experience], which equipped me with [skills relevant to the new position].

I am particularly drawn to [specific aspect of the research group or project], as I believe that my skills in [specific skills] can help [explain how you will contribute]. Additionally, during my time at [previous position or project], I [describe a relevant achievement or responsibility], which further honed my ability to [relevant skill]. I am excited about the possibility of collaborating with the innovative team at [Institution/Organization Name] and am eager to bring my expertise in [specific techniques or methodologies relevant to the research position]. I have attached my CV for your review and would be grateful for the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [research project or initiative] at [Institution/Organization Name].

Sincerely,
[Your Name]