

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

Dear [Recipient's Name],

I am writing to express my interest in the Student Research Assistant position advertised [where you found the position, e.g., on the university website]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University] and believe that my academic background and skills make me a strong fit for this role.

[Paragraph outlining relevant experience, skills, or coursework and how it relates to the position. Mention specific projects or experiences that illustrate your abilities.]

I am particularly drawn to this position because [reason why you are interested in the research or the specific department]. I am eager to contribute to [mention any specific goals or projects of the research team].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]