

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

Dear [Recipient's Name],

I am writing to apply for the research opportunity in [specific area or project name] as part of the YJC program. I am currently [your current academic status, e.g., a junior at XYZ University majoring in ABC] and I am eager to contribute to and expand my knowledge in this field.

[In this paragraph, briefly introduce your relevant experiences, skills, and interests related to the research opportunity. Discuss any relevant coursework, projects, or work experiences that prepare you for this role.]

[The next paragraph should detail why you are specifically interested in this research opportunity. Mention how it aligns with your career goals and academic interests.]

I am particularly drawn to [specific aspect of the program or project] because [explain why this aspect is significant to you]. I believe that working under your guidance would not only enhance my research skills but also provide me with invaluable insights into [related field or topic]. I have attached my resume for your review. I am enthusiastic about the possibility of contributing to your research team and am open to further discussions. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]