

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile/Professional Portfolio URL]
[Mailing Address - Optional]

[Date]

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Department Name]

Dear [Recipient Name or Search Committee Chair],

Subject: Application for [Exact Position Title] - [Reference Number]

[Introduction: State the specific research position you are applying for and how you discovered the opening. Briefly mention your current professional status and your primary research interest as it aligns with the organization's mission.]

[Academic & Professional Background: Highlight your highest degree and relevant research experience. Detail specific methodologies, technical proficiencies, or laboratory skills. Mention key publications, grants, or awards that demonstrate your expertise in the field.]

[Research Impact & Alignment: Explain how your previous work bridges the gap to this new role. Describe a specific research problem you solved or a project you led. Demonstrate your knowledge of the host institution's current projects and explain how your contribution will advance their goals.]

[Collaboration & Soft Skills: Briefly discuss your experience with interdisciplinary collaboration, mentoring junior researchers, or managing laboratory stakeholders. Emphasize your ability to communicate complex findings to both technical and non-technical audiences.]

[Conclusion: Reiterate your enthusiasm for the position. State your availability for an interview and mention any attached documents such as your CV, Research Statement, or Publication List. Thank the reader for their time and consideration.]

Sincerely,

[Your Signature - if sending by mail]

[Your Printed Name]