

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Your LinkedIn/Portfolio URL]

[Date]

[Principal Investigator Name]

[Department Name]

[University/Institution Name]

[Building and Room Number]

Dear Dr. [Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position in your lab, as advertised via [Source of Listing]. As a [Current Year, e.g., Sophomore] Biology major at [University Name], I have followed your work on [Specific Research Topic/Recent Publication] and am eager to contribute to your current projects.

My academic background has provided me with a solid foundation in [Relevant Subject Areas, e.g., Molecular Genetics and Microbiology]. Through my laboratory coursework, I have developed technical proficiency in [List 2-3 Skills, e.g., PCR, gel electrophoresis, or aseptic technique]. I am particularly drawn to your lab because of [Specific Reason relating your interests to the lab's mission].

I am a detail-oriented student with a strong commitment to scientific integrity and collaborative work. I am available to commit [Number] hours per week during the upcoming semester and am eager to assist with [Specific Task mentioned in job description, e.g., data analysis or sample preparation].

Thank you for your time and for considering my application. I have attached my resume and my unofficial transcript for your review. I look forward to the possibility of discussing how I can support your research team.

Sincerely,

[Your Signature]

[Your Typed Name]