

[Full Name]
[Email Address]
[Phone Number]
[LinkedIn Profile/Personal Website]

[Date]

[Professor/Lead Researcher Name]
[Department Name]
[University Name]

Dear [Professor/Dr. Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position for the project titled "[Title of Research Project/Area]" as advertised via [Source of Posting]. As a [Year] student majoring in Political Science with a focus on [Subfield, e.g., International Relations/Comparative Politics], I have followed your work regarding [Specific Topic from Professor's Research] and am eager to contribute to your current data collection and analysis efforts.

My academic background has provided me with a solid foundation in political theory and methodology. I have completed coursework in [Course A] and [Course B], where I developed skills in [Specific Skill, e.g., qualitative coding, literature review, or statistical software like R/Stata/SPSS]. For a recent seminar paper on [Topic], I successfully analyzed [Dataset or Source Material], which honed my ability to synthesize complex political data into concise reports.

I am particularly drawn to your lab because of its focus on [Specific aspect of the professor's work]. I am a detail-oriented researcher with experience in [Specific Task, e.g., archival research, survey design, or news media monitoring]. I am confident that my ability to [Specific Skill relevant to the job] would make me an asset to your research team while allowing me to further develop my quantitative and qualitative research competencies.

Thank you for your time and for considering my application. I have attached my CV and [Other Document, e.g., writing sample/transcript] for your review. I look forward to the possibility of discussing how I can support your research goals.

Sincerely,

[Your Name]