

[Your Full Name]
[Your Address]
[Your Email Address]
[Your Phone Number]
[Your LinkedIn Profile/Portfolio Link]

[Date]

[Professor or Lab Manager Name]
[Department Name]
[University Name]
[University Address]

Dear [Dr./Professor] [Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position for the [Name of Project or Lab] as advertised via [Source of Posting]. As a [Year] student majoring in [Major] with a specific interest in [Specific Sub-field, e.g., Urban Sociology/Developmental Psychology], I am eager to contribute to your research regarding [Specific Research Topic].

My academic background has provided me with a solid foundation in [Qualitative/Quantitative] research methodologies. Through my coursework in [Course Name 1] and [Course Name 2], I have developed skills in [Skill 1, e.g., literature reviews], [Skill 2, e.g., data coding], and [Skill 3, e.g., statistical software like SPSS/R/Stata]. Recently, I completed a project titled "[Project Title]" where I successfully [Briefly describe a relevant task, e.g., conducted interviews or analyzed a dataset].

I am particularly drawn to your work on [Reference a specific recent publication or project of the professor] because [Reason why it aligns with your interests or career goals]. I am detail-oriented, organized, and prepared to assist with tasks such as participant recruitment, data entry, bibliography management, or administrative support required for the project's success.

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

Sincerely,

[Your Signature]
[Your Printed Name]