

[Your Full Name]
[Phone Number]
[University Email Address]
[LinkedIn Profile URL]

[Date]

[Principal Investigator Name]
[Department Name]
[Institution/Hospital Name]

Dear Dr. [Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position for the [Name of Study or Lab] as advertised via [Where you found the posting]. As a [Year] student pursuing a degree in [Major] at [University Name], I am eager to contribute to your clinical research focusing on [Specific Research Area of the PI].

Through my coursework in [Relevant Class 1] and [Relevant Class 2], I have developed a foundational understanding of [Specific Scientific Concept or Methodology]. I am particularly drawn to your recent work regarding [Briefly mention a specific paper or project from the lab], and I am motivated to help advance these findings in a clinical setting.

I possess technical skills that align with the needs of your lab, including [Skill 1, e.g., data entry in RedCap/Excel], [Skill 2, e.g., basic statistical analysis], and [Skill 3, e.g., patient recruitment protocols]. My previous experience in [Previous Experience/Volunteer Work] has refined my ability to maintain meticulous documentation and adhere strictly to [HIPAA/IRB] confidentiality standards.

I am highly organized, detail-oriented, and capable of committing [Number] hours per week to the lab. I am especially interested in learning more about the clinical workflow and contributing to the [Specific Task, e.g., literature reviews or sample processing] required for your current projects.

Thank you for your time and for considering my application. I have attached my resume and academic transcript for your review. I look forward to the possibility of discussing how I can support the [Name of Lab] team.

Sincerely,

[Your Signature]
[Your Printed Name]