

[Your Full Name]
[Your Major/Year]
[Your Email Address]
[Your Phone Number]
[LinkedIn Profile/Portfolio Link - Optional]

[Date]

[Principal Investigator Name]
[Title/Position]
[Department Name]
[University Name]

Dear Dr. [PI Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position in the [Lab Name] at [University Name], as advertised on [where you saw the posting]. As a [Year] student majoring in [Major], I have followed your work regarding [Specific Research Area/Paper Title] and am eager to contribute to your team's ongoing projects.

My academic background has provided me with a solid foundation in [Subject A] and [Subject B]. Through my coursework in [Relevant Class], I have developed proficiency in [Specific Skill, e.g., Pipetting, Data Analysis, Python, Microscopy]. I am particularly interested in your lab's focus on [Specific Lab Goal] because [Reason why it aligns with your interests or career goals].

Beyond my academic studies, I am known for my [Soft Skill, e.g., attention to detail, reliability, ability to work independently]. I am eager to apply my technical skills to support your research while learning the rigorous methodologies practiced in your lab. I am available to commit [Number] hours per week and am interested in [potential for summer work/long-term involvement].

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

Sincerely,

[Your Signature]
[Your Typed Name]