

[Your Name]
[Your Institutional Affiliation]
[Your Professional Address]
[Your Email Address]
[Your Phone Number]

[Date]

[Hiring Manager/Principal Investigator Name]
[Department Name]
[Institution/Organization Name]
[Institution Address]

Re: Application for [Job Title/Position Reference Number]

Dear Dr. [Last Name],

I am writing to formally express my interest in the [Position Name] position within the [Laboratory/Department Name] at [Institution], as advertised via [Source of Advertisement]. With a background in [Your Specific Field, e.g., Molecular Biology/Ecology], I am eager to contribute to your research regarding [Mention PI's Specific Research Area].

During my [Previous Role/Graduate Studies] at [Previous Institution], my research focused on [Brief Summary of Research Project]. I successfully employed techniques such as [List Key Lab Skills, e.g., CRISPR/Cas9, NGS, Flow Cytometry, or Field Sampling] to investigate [Scientific Question]. This work resulted in [Mention Publication, Award, or Key Finding].

I am particularly drawn to your lab's recent work on [Specific Paper or Project from the Lab] because it aligns with my technical expertise in [Specific Skill] and my interest in [Scientific Concept]. I am confident that my experience in [Relevant Methodology] will allow me to contribute immediately to your ongoing projects.

Beyond my technical capabilities, I possess strong skills in data analysis using [Software/Language, e.g., R, Python, GraphPad Prism] and have extensive experience in collaborative grant writing and manuscript preparation. I am a highly motivated researcher who thrives in interdisciplinary environments.

Thank you for your time and consideration. I have attached my CV and statement of research interests for your review. I look forward to the possibility of discussing how my research background can support the goals of the [Laboratory Name].

Sincerely,

[Signature (if hard copy)]

[Your Printed Name]