

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[Date]

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

Dear [Dr./Mr./Ms. Last Name],

I am writing to express my strong interest in the [Job Title] position for the [Name of Research Project/Lab] at [Institution Name], as advertised on [Where you saw the posting]. As a researcher with a background in [Your Field, e.g., Sociology/Psychology], I am eager to contribute to your work regarding [Core Theme of the Research].

During my previous experience at [Previous Institution/Role], I developed specialized skills in [Methodology 1, e.g., Ethnographic Fieldwork] and [Methodology 2, e.g., Quantitative Data Analysis using R]. My research on [Brief Description of Thesis or Past Project] provided me with a deep understanding of [Specific Social Issue], which aligns directly with your current study on [Topic mentioned in job description].

I am particularly drawn to this role because of your department's commitment to [Specific Value or Goal]. I am confident that my ability to [Specific Skill, e.g., manage large datasets / conduct sensitive interviews] will allow me to make immediate contributions to your research team.

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

Sincerely,

[Your Signature]  
[Your Printed Name]