

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

[Date]

[Principal Investigator Name]  
[Department Name]  
[University/Clinic/Institute Name]  
[Address]

Dear Dr. [Principal Investigator Last Name],

I am writing to express my strong interest in the Research Assistant position for the [Name of Research Lab or Specific Study] as advertised on [Where you found the posting]. As a [Your Current Status, e.g., recent Graduate] with a [Degree Name] in Psychology from [University Name], I am eager to contribute to your research regarding [Specific Research Area, e.g., adolescent anxiety or neuroimaging].

During my undergraduate studies, I developed a solid foundation in clinical research methodologies. My previous experience at [Previous Lab/Volunteer Site] involved [Specific Task, e.g., participant recruitment, administering standardized assessments, or data entry]. I am proficient in [Software, e.g., SPSS, R, Qualtrics, or E-Prime] and have maintained a [GPA] while focusing on coursework in [Relevant Course 1] and [Relevant Course 2].

I am particularly drawn to your recent work on [Mention a specific paper or project from the PI] because it aligns with my long-term goal of pursuing a Ph.D. in Clinical Psychology. I possess the attention to detail required for [Specific clinical task, e.g., data cleaning or IRB compliance] and the interpersonal skills necessary for interacting with [Target Population, e.g., clinical populations or children].

I have enclosed my CV for your review. I would welcome the opportunity to discuss how my background and technical skills can support the ongoing projects at [Lab Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]