

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Department Name]
[Institution/Organization Name]
[Street Address]
[City, State, Zip Code]

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

I am writing to express my strong interest in the Research Assistant position for the [Project Name or Department] at [Institution], as advertised on [Platform]. With a background in [Your Major/Field of Study] and a dedicated focus on [Specific Area of Research], I am eager to contribute to your team's scholarly objectives.

My academic training has provided me with a robust foundation in humanities methodologies. During my time at [University Name], I developed advanced skills in [Skill 1: e.g., archival research, primary source analysis, or digital humanities tools]. Specifically, my work on [Project/Thesis Title] required me to [Action: e.g., synthesize complex texts, manage extensive bibliographies, or conduct qualitative interviews], resulting in [Outcome: e.g., a departmental award, a publication, or a successful presentation].

I am particularly drawn to your current work regarding [Mention a specific project or publication by the hiring professor/organization]. My technical proficiency in [Software/Tool: e.g., Zotero, NVivo, or JSTOR] and my ability to draft clear, concise literature reviews align with the requirements of this role. I am a meticulous researcher with a deep commitment to intellectual integrity and academic rigor.

Thank you for your time and consideration. I look forward to the possibility of discussing how my research skills and academic background can support the ongoing excellence of [Project/Department Name].

Sincerely,

[Your Signature]

[Your Printed Name]