

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

[Date]

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

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

I am writing to express my strong interest in the Public Health Research Assistant position at [Organization Name], as advertised on [Source of Advertisement]. With a background in [Your Major/Degree] and a commitment to advancing [Specific Public Health Focus, e.g., Epidemiology/Health Equity], I am eager to contribute to your team's research initiatives.

During my academic career at [University Name], I developed a solid foundation in [Key Skill 1, e.g., Biostatistics] and [Key Skill 2, e.g., Qualitative Data Collection]. My experience working on [Brief Project Description] allowed me to hone my ability to manage large datasets using [Software, e.g., R, SAS, or SPSS] and conduct comprehensive literature reviews. I am particularly drawn to your recent work regarding [Specific Project or Publication of the Organization].

In addition to my technical skills, I possess strong communication abilities essential for community outreach and participant recruitment. I am highly organized and detail-oriented, ensuring that all research activities are conducted in strict adherence to IRB protocols and ethical standards. I am confident that my proactive approach and passion for public health will make me a valuable asset to [Organization Name].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your research team.

Sincerely,

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