

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

[Date]

[Hiring Manager Name]  
[Title]  
[Department Name]  
[University or Institution Name]  
[Street Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the [Job Title] position for the [Research Project Name or Lab] at [Institution Name], as advertised on [Where you saw the ad]. With a background in [Degree/Major] and a focused interest in [Specific Research Area], I am eager to contribute to your team's ongoing investigation into [Topic mentioned in job description].

During my time at [University/Previous Employer], I developed technical proficiency in both qualitative and quantitative methodologies. Specifically, I am experienced in [mention specific tools, e.g., SPSS, R, Stata, NVivo, or Python] and have conducted [mention specific tasks, e.g., literature reviews, data cleaning, participant recruitment, or semi-structured interviews]. In my previous role as [Previous Title], I successfully managed [Specific accomplishment or project outcome], which sharpened my attention to detail and ability to work within strict IRB protocols.

I am particularly drawn to this role because of [Institution Name]'s commitment to [Specific value or research goal]. My academic work regarding [Briefly mention thesis or relevant coursework] aligns closely with your current project on [Specific project detail]. I am confident that my analytical skills and dedication to social scientific inquiry would make me an asset to your research team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my research background can support the goals of the [Department/Lab Name].

Sincerely,

[Your Signature]  
[Your Printed Name]