

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

[Professor's Name]
[Department Name]
[University Name]

Dear Dr. [Professor's Last Name],

I am writing to express my strong interest in the Undergraduate Research Assistant position in your lab/group, as advertised through [mention source, e.g., the department website/handshake]. As a [Year, e.g., Junior] pursuing a major in [Your Major] with a current GPA of [Your GPA], I have followed your work on [mention a specific research topic or paper of the professor] and am eager to contribute to your ongoing projects.

My academic background has provided me with a solid foundation in [mention 2-3 relevant courses, e.g., Organic Chemistry, Statistical Analysis, or Qualitative Research Methods]. Through my coursework, I have developed technical skills in [mention specific tools/software, e.g., Python, R, laboratory titration, or archival research]. Specifically, during [mention a class project or previous experience], I successfully [describe a brief accomplishment or skill applied].

I am particularly drawn to your research because [mention a specific detail about their research and how it aligns with your career goals]. I am a detail-oriented individual with a commitment to academic integrity and am prepared to dedicate [Number] hours per week to supporting your team's objectives, including [mention tasks you are willing to do, e.g., data entry, literature reviews, or sample preparation].

Thank you for your time and for considering my application. I have attached my resume and [any other requested documents, e.g., unofficial transcript] for your review. I look forward to the possibility of discussing how I can support your research efforts.

Sincerely,

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