

[Name]

Address removed

Email removed | Phone number removed

[Date]

[PI or Lab Manager Name]

[Title of who you are addressing the letter too (i.e. lab manager, center director, etc.)]

[Lab name]

[Lab Address]

Dear Dr. ____ [or Lab Manager name]:

I am a senior at [insert university] writing to express my strong interest in the [insert exact position title] position in [insert name of lab]. I am quite interested in the research being conducted on [describe current research in the lab that you are interested in]. My desire to [describe your broader career goals/plans i.e. wanting to pursue PhD, MD, conduct work in the field etc.] draws me to the available position in your lab.

[Describe any relevant research experience in this paragraph such as completing an honors thesis, directed study, in-class research project, etc.] I am currently conducting an honors thesis project _____. This has allowed me to explore some of my primary research interests related to equity at a deeper level: [insert examples of research questions/topics that you find interesting. *[Specifically focus on questions that are also related to areas of research in the lab].*

Completing this thesis project has allowed me to develop specific research skills which have prepared me to work in a professional setting. Over the course of the project, I have *[add relevant skills/responsibilities]*.

[If you've covered all of your research experiences already, you can incorporate transferable skills from other jobs you have worked in this paragraph]. Both my thesis project and my time as a Resident Assistant have allowed me to practice _____. My work as a Resident Assistant has also allowed me to develop ____ *[examples of transferable skills from other can include collaborating/working in a team setting, managing communications]*. As an intern at ____, I worked with _____ *[the lab this individual applied to focuses on specific clinical populations, so they included a few sentences on their experiences working with these populations in a non-research setting]*. I also tutored students in a statistics course, and I am currently enrolled in another course to deepen my understanding of experimental design, statistical analysis, and RStudio. I believe that these experiences have prepared me well for ____ *[Include a brief summary sentence on how all your past experiences make you a good applicant for the position. You can also mention how these skills have prepared you for research related tasks like communicating with the IRB, running human subjects, etc.]*

As I transition from my undergraduate education into a full-time research position, I am eager to translate the research skills I have learned into a professional setting. I believe that this position in the ____ Lab would give me the opportunity to continue exploring my research interests, especially _____ *[include specific research questions and/or projects going on in the lab that you are interested in]*. If provided with the opportunity to work in your lab, I will bring a collaborative ethic and passion for quality participant interactions to ongoing research. Thank you for your consideration.

Sincerely,

[Your Name]