

[Date]

[Name of PI/Lab Manager]

[Name of lab]

[Address of Lab]

Dear Dr. ___ [or name of lab manager],

My name is ____, and I am writing to express my keen interest in the _____ position in ____ lab. I am a senior at ____, majoring in ____, and minoring in ____. I am passionate about [*include a sentence about your broader research interests ex: developmental or clinical research*]. The work conducted in [*insert lab name*] is particularly appealing to me given my research interests and career goal. Ultimately, I aim to be [*insert a sentence about your long-term career goals, ie pursuing a PhD, MD, becoming a PI/running your own lab one day etc.*]. [*Talk about more specific research questions/interests that you have, ex: identifying risk factors for maladaptive functioning in youth*]. This goal closely aligns with the ____ lab's research on _____ [*tie in research from the lab that is relevant to your personal interests*].

My passion for studying _____ is supported by my undergraduate research experience. For the past three years, I have worked as a research assistant in Dr. _____'s lab, [*insert lab name*], which seeks _____ [*describe what your previous lab researched*]. As part of the team, I [*talk about how much experience you have working with data. Also discuss any publications or posters you may have from working with data*]. As I have progressed in this lab, I have taken on leadership roles and pursued independent research. I serve as lab secretary and manager of [*describe project*]. These roles require me to be highly organized, as I coordinate lab meetings, prepare and send out meeting minutes, and supervise younger members of the team. Also, I am currently writing my honors thesis, which examines [*describe project, relevant responsibilities, and skills you have gained from your project*].

Additionally, this past summer, I completed a summer internship at _____, in the ____ Lab, directed by _____. I administered [*describe responsibilities in this position*]. Interacting with highly clinical participants allowed me to [*describe how you applied certain skills when working with vulnerable populations*]. During this internship, I displayed close attention to detail in handling participant [*discusses examples of working with physiological data such as heart rate, blood and saliva samples, as well as relevant experiences working in a team setting*]. [*Include a sentence about any experiences you may have with recruitment, screening subjects, and coordinating study visits*].

Overall, my experiences provide me with a robust platform for thriving under the organizational and interpersonal demands of this position. I would love to bridge my past research involvement _____ and delve into the study of ____ in the ____ Lab. I greatly appreciate your consideration, and I hope to further discuss my excitement about this potential opportunity.

Sincerely,

[Your Name]