

[Lab name]

[Lab Address]

Dear Dr. _____ [or include name of lab manager],

I am writing to apply for the _____ position at the _____. I learned about this position through _____ and was immediately interested in applying. I will receive my Bachelor of ____ in _____ from _____ University in May 202_ and am interested in pursuing a *[insert information future career goals ie PhD, MD, MD/PhD, etc.]*. After reviewing the qualifications for this position, I believe that I would be an excellent fit for your lab.

I have worked with Dr. _____ at _____ University's _____ since my freshman year. During my time in the lab, I have assisted in running several studies investigating *[insert information on what your lab researches and the populations you have experience working with]*. *[Include a few sentences on relevant experiences you may have such as: running studies, recruiting subjects, and coding and analyzing data. Also mention any relevant methods that you have worked with and are implemented in the lab you are applying too e.g., EEG]*. I have conducted two independent research projects investigating _____ *[cite published and in prep manuscripts if you have them]*. My responsibilities for these projects include *[discuss any relevant skills like study design, developing IRB protocols, recruitment, etc.]* study conception and protocol development, participant recruitment, serving as primary experimenter, data analysis, and manuscript writing. Through my involvement in these two projects, I became interested in further researching *[tie in your research interest with the lab's research interests]*.

In my junior year, I was promoted to Head Research Assistant, in lieu of a Lab Manager, in Dr. _____'s lab. In this position, I am responsible for *[discuss relevant responsibilities that will be applicable for the position you are applying to]*. My daily responsibilities include *[talk more about other responsibilities and adapting study protocols during COVID]*.

Concurrent to working with Dr. _____, I have been working as a research assistant, under the supervision of Drs. ___ and _____, at _____ since my sophomore year. A majority of my time at _____ has been dedicated to two projects investigating *[describe the research you've been focused on in this separate lab]*.

My responsibilities for these studies included [*describe your responsibilities*]. Working closely with [*if you have experiences working with specific clinical populations mention that here. Also tie in how these experiences has shaped your research interests and are relevant to the lab you are applying too*]. Additionally, I have gained clinical experiences through [*describe any clinical experiences you may have*].

Overall, the time I have spent working in cognitive and clinical research settings has prepared me to be an effective full-time Clinical Research Assistant. These experiences have fostered my interest in investigating_____. Specifically, I am interested in _____. I am particularly interested in your lab's current line of research on determining _____, as well as your work on _____.

In addition to my prior experience, I am a conscientious and driven person, especially in high-stress situations. I believe that my experiences working with [*insert populations you have worked with*] as well as my passion for clinical psychology, would be an asset for [*insert lab name*].

Thank you for your time and consideration.

[Your Name]