

Application for Undergraduate Research Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Department/Institute Name]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the undergraduate research position within [specific lab/department] at [University/Institute Name]. I am currently a [Your Major] student at [Your University], and I am eager to apply my skills and deepen my knowledge in [specific field or topic].

With a strong academic background in [relevant courses or subjects] and hands-on experience in [any relevant skills or projects], I believe I can contribute positively to your research projects.

I am particularly drawn to your work on [specific research topic or project], as I have developed a keen interest in this area through my coursework and independent study. I am enthusiastic about the opportunity to assist in ongoing research and to learn from your expertise.

I have attached my resume for your review. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address]. Thank you for considering my application.

Sincerely,
[Your Name]