

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

Search Committee  
Department of [Department Name]  
[University Name]  
University Address  
City, State, Zip Code

Dear Members of the Search Committee,

I am writing to express my interest in the Graduate Assistantship position within the [Department Name] at [University Name], as advertised [where you found the job posting]. I am currently pursuing my [Degree Program] and believe that my skills and experiences make me a suitable candidate for this role.

Throughout my academic career, I have developed strong [specific skills or competencies relevant to the position] which I believe will contribute positively to the department. My [mention any relevant experience, such as previous assistantships, internships, or research work] has equipped me with the necessary skills to assist in [mention specific tasks or responsibilities of the assistantship].

I am particularly drawn to this position because [mention specific reasons related to the department or position], and I am eager to contribute to [mention any particular projects or values of the department].

Thank you for considering my application. I am looking forward to the opportunity to discuss my application further. Please find my resume attached for more details on my background and experiences.

Sincerely,  
Your Name