

Reference Request for Research Assistant Position

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application to the Research Assistant position at [Institution/Organization Name]. As you are aware, I have been deeply involved in the counseling program during my time at [Your Institution], which has provided me with an extensive background in research methodologies and data analysis.

Given your insights into my skills and experiences from my involvement in [specific project or role], I believe your perspective would greatly benefit my application. The position requires strong analytical skills and a commitment to research, qualities that you have observed in my work.

If you are willing to provide a reference, I would appreciate if you could highlight my [mention any specific skills or accomplishments relevant to the position]. The deadline for submission is [insert deadline], and I can provide you with any additional information you might need to assist you in this process.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my journey.

Sincerely,
[Your Name]