

Job Application for Research Position

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Recipient Name

Recipient Title

Company/Organization Name

Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in the research position at [Company/Organization Name] as advertised on [where you found the job posting]. I have attached my portfolio, which outlines my academic background, research experiences, and relevant skills that make me a strong candidate for this role.

I am currently [your current position or field of study], with a focus on [specific research interest]. During my time at [previous institution or organization], I [briefly describe relevant experience or project]. This experience, alongside my proficiency in [specific skills or tools], equips me with the capabilities necessary to contribute effectively to your team.

Attached, you will find my portfolio which includes details about my research projects, publications, and presentations. I believe that my dedication to [specific field or subject] and my commitment to advancing knowledge aligns with the goals of your research team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your exciting projects. I am available at your convenience for a conversation.

Sincerely,

Your Name

Attachment: Portfolio