

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Department Name]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the research co-op position at [Organization/Company Name] as advertised on [where you found the position]. I am currently a [Your Year, e.g., sophomore] student at [Your University] majoring in [Your Major]. This opportunity aligns perfectly with my academic background and career aspirations.

Through my coursework and previous internships, I have gained valuable experience in [mention relevant skills or experiences]. I am particularly drawn to this position because of [specific reason related to the organization or research]. I believe that my skills in [skill 1, skill 2] will contribute positively to your team.

I am eager to learn more about [specific research project or topic] and to apply my knowledge in a practical setting. I am confident that my proactive approach and passion for [specific field of research] will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my academic and professional background.

Sincerely,

[Your Name]