

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Research Analyst position at [Company's Name] as advertised on [where you found the job listing]. With a strong academic background in [Your Field] and extensive experience in data analysis and research methodologies, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I successfully [specific achievement or responsibility related to research]. My expertise in using analytical tools such as [mention specific tools or software] allowed me to produce insightful reports that influenced key decisions.

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or role]. I admire [something notable about the company], and I am eager to bring my skills in data analysis and research to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. I am available at your convenience for an interview.

Sincerely,

Your Name