

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Institution Name]

[Company/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Research Assistant internship position at [Company/Institution Name] as advertised on [where you found the job posting]. As a [Your Major/Field of Study] student at [Your University], I have developed a strong foundation in research methodologies and data analysis, which I believe aligns well with the goals of your team.

My academic background, coupled with my passion for [specific area of research], has equipped me with the skills necessary to contribute effectively. I am particularly drawn to [mention any specific project or aspect of the company's research] as I believe it has significant implications for [mention relevance or application].

I am excited about the opportunity to work under your guidance and contribute to the innovative research at [Company/Institution Name]. Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,

[Your Name]