

**William S. Wildcat**

**wswildcat@u.northwestern.edu • (555) 123-4567 • 1801 Hinman Avenue,  
Evanston, Illinois 60208**

October 1, 2017

Jane Doe, PhD  
Swift ### | 2029 Campus Drive  
Evanston, IL 60208

Dear Dr. Doe,

I am writing to apply for the Undergraduate Research Assistant Position focus on [describe your understanding of the project]. Currently, I am a sophomore at Northwestern University and a double major in Psychology and Cognitive Science. I am particularly attracted to your research because I am interested in [specific reason here].

I am familiar with some background knowledge relevant to your lab; my freshman seminar last year (Women Warriors and Riot Girls) explored perspectives on femininity, including how media and markets “sell” feminism and shape women’s understanding of their own sexuality, social roles, and future opportunities. I also completed coursework in Statistical Methods. I am eager to apply this theoretical knowledge to real-life problems with body-image disturbance, especially if the data can ultimately be used to design intervention methods against negative outcomes.

My experience as a student assistant at Epic prepared me to organize and manage datasets for a large number of participants. At Epic, I systematized customer training data for over 300 clients; in your lab, I would apply these skills to distribute online surveys, manage participant communications and compensations, and clean the data prior to analysis. From the position description, I am most excited to learn how to code the surveys so that qualitative responses can be translated into quantitative data.

I believe that my education, experience, and interests make me a strong candidate for the RA position. Enclosed is my resume that further outlines my education and work experience. I am excited to learn more about your lab, and look forward to the opportunity to discuss this position with you in person. Should you have any questions, please feel free to contact me. Thank you for your time and consideration.

Sincerely,  
William Wildcat

---

*1) Include your contact information within the cover letter header*

---

---

*2) Address your letter to the faculty member hiring for the position*

---

---

*3) Properly address the faculty member as Professor or Dr.*

---

---

*4) Identify the position of interest, introduce yourself, and share a specific reason why you are interested in the position*

---

---

*5) Share any relevant experience or coursework you have taken. If a faculty member requested specific pre-requisite courses, mention them here. Relevant experiences may be tangential, ie, you volunteered with a refugee organization in high school, and now are applying to study refugee related politics*

---

---

*6) Give evidence of a particular skill set. IE, a faculty member wants someone organized and a good communicator – give an example that showcases this*

---

---

*7) Close with your interest and why you think you are the best candidate for the position*

---