

Subject Line of Email Message: Summer Research Assistant - Your Name

Dear Mr. or Ms. Last Name,

I am writing to you to express my deep interest in the research assistant summer position that was posted on Monster.com this past Monday.

As you will see from my resume, I have laboratory experience in biology, chemistry, and geology, both in the field and in research settings. My lab work includes performing chemical reactions, and I am adept in using compound, dark-field, phase-contrast, and fluorescent microscopes to observe multiple and diverse specimens. My environmental field studies include conducting outdoor laboratory assessments of water chemistry, an area I am keenly interested in.

Because I have both field and lab experience, I believe I would be an asset to your program. Additionally, this position would provide me with the ideal opportunity to expand my research skills.

I hope to schedule an interview with you at a mutually convenient time. I look forward to speaking with you, and in the meantime, I have attached my resume.

Thank you for your consideration.

Sincerely,

Your Name

Address

Email

Phone