**Jenny Austin**  
**Undergraduate Research Assistant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Undergraduate Research Assistant position at [Name of Institution]. As an honors student at [Name of Institution], I am highly motivated to pursue research that has the potential to benefit society.

I have gained considerable research experience through my coursework and have collaborated with my professors on numerous projects. Most recently, I worked as an intern in the Research and Development department at [Name of Company], where I studied the effects of different materials on product performance.

I am familiar with the principles and techniques of modern research, and I possess strong analytical and problem- solving skills. I am also comfortable working with various software programs, including [List Software Programs], and have experience using data analysis programs such as MATLAB.

I am passionate about research and eager to contribute to your team. In addition to my research experience, I have developed excellent collaboration, communication, and interpersonal skills. I am confident that my enthusiasm and dedication will make me an asset to your team.

I have attached my resume and am available for an interview at your convenience. Thank you for your consideration.

Sincerely,

**Your Name**

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